



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	45 10 10 10 10 10		Filled in by PPO		
Date filed : 977			Date received	:	
Building/Facility/ House No/ Apartment No./ Department Location : NC+P - 77	ote office		Received by Designation/	Name 8	Signature
Requesting party : Joy A.	\ \		Maintenance control number	:	
Please check and specify the nature of w	ork requested				
☐ Vehicle Repair ☐ Welding Works ☐ Machining works (lathe, shaper, drill press, etc.)	I Vehicle Repair □ Carpentry & I I Welding Works □ Plumbing Works I Machining works □ Instrumentati			☐ Heating, Ventilating, Air conditioning & Refrigeration	
Materials/Supplies/Parts: Available Not Available					
Check and repa	ir the 1	ights	at the 1	Rote effic	e.
Filled in by PPO personnel			Fating stad house/days to finished		
Part/Supplies/Materials Required Ma		lanpower Requirement		Estimated hours/days to finished	
	Filled in by the requesting party after the conduct of repair and maintenance				
Conducted PPO Person by:		Service	Satisfaction	OVER-ALL RATING	
(Name & Signa	iture)] 1. Not	Satisfied	☐ 1 Poor	☐ 2 Fair
PPO Unit		1 2. Sligh	ntly Satisfied	☐ 3 Good	4 Very Good
		3. Moderately Satisfied		☐ 5 Excellent	
Checked & /erified by: PPO Head (Name & Signature)]] 4. Very	/ Satisfied emely Satisfied		& Suggestion
		Name a	nd Signature		

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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