

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		Filled in by PPC)	
	29, 2021	Date received	:	
Building/Facility/ House No/ : Eco- Apartment No./ Department	FARMI	Received by	_	Name & Signature
Location : Dem	o Farm	Designation/ Position	:	
Designation/ Ag tech II	BALDOS Eco- FARMI	Maintenance control number	: _	
Position Note: i. Three (3) copies: (1) for r ii. One (1) job request in ev iii. Job request control numb	ery of PPO unit per is required.	for PPO unit Head &	(1) for I	maintenance team
Please check and specify the nature of t				
☐ Vehicle Repair	☐ Carpei Works	ntry & Furniture		Electrical Works
☐ Welding Works	TETOE MIGHTS	ing Works		Heating, Ventilating, Air conditioning & Refrigeration
☐ Machining works (lathe, shaper, drill press, etc.)	equipment	mentation t oratory instrument		Others (specify):
Brief D	escription of Re	epair and Mainte	enanc	е
Installation of Electric			enanc	е
			enanc	e □ Not Available
Installation of Electric	c Water Pump.		enanc	
Installation of Electric Materials/Supplies/Parts:	C Water Pump. □ Available			
Installation of Electric Materials/Supplies/Parts: Filled in by PPO personnel Part/Supplies/Materials	C Water Pump. □ Available	е		☐ Not Available Stimated hours/days to
Installation of Electric Materials/Supplies/Parts: Filled in by PPO personnel Part/Supplies/Materials	Checked	е	E	☐ Not Available Stimated hours/days to

Vision:

A globally competitive university for science, technology, and environmental

conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No.