



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 req			Filled in by PP	0		
Date filed	: 06/11/	Non	Date received	:		
Building/Facilit House No/ Apartment No. Department	, :	42064	Received by		Name	& Signature
Location	: upper	Campus	Designation/ Position			
Requesting pa Designation/		e & Signature	Maintenance control number	:		
Position	: <u>OIC-H</u>	EXID, BILITECHNO LOCA				
Places check an	d specify the nature of wo	ad mayortad				
☐ Vehicle Re			Euroiture Works	□ Floor	trical Works	
☐ Welding W		/	Carpentry & Furniture Works Plumbing Works		ting, Ventila	ting, Air
☐ Machining (lathe, shap	works per, drill press, etc.)		Instrumentation equipment & Laboratory instrument		ers (specify)	Refrigeration :
Materials/Sup	plies/Parts:	☐ Available		☐ No	t Available	
Materials/Sup	plies/Parts:	Available Brief Description of R	epair and Maintena		t Available	
Repair o	f Simb Tealbage				t Available	
Repoir o	f Simb leabage	Brief Description of R	room 1.	nce		Idays to finished
Repoir o	f Simb Tealbage	Brief Description of R	room 1.	nce		/days to finished
Repoir o	f Simb leabage	Brief Description of R	room 1.	nce		/days to finished
Repoir o	f Simb leabage	Brief Description of R	room 1.	nce		/days to finished
Repoir o	f Simb leabage	Brief Description of R	equirement	nce Estin	nated hours	
Repoir o	f Synk Leakaog O personnel Materials Required	Brief Description of R Was arouting Manpower Re	equirement	nce Estin	nated hours	nd maintenance
Report of Filled in by PPO Part/Supplies/	f Simb leabage	Manpower Residence Filled in by the service Service	equirement the requesting party after ce Satisfaction	Estin	nated hours	nd maintenance
Filled in by PPo Part/Supplies/	f Synk Leakaog O personnel Materials Required PPO Personnel	Manpower Ro	equirement the requesting party after ce Satisfaction lot Satisfied	Estin	nated hours	nd maintenance RATING 2 Fair
Repoir o	f Synk Leakaog O personnel Materials Required PPO Personnel	Manpower Ro	equirement the requesting party after ce Satisfaction lot Satisfied lightly Satisfied	Estim	nated hours	nd maintenance
Filled in by PPO Part/Supplies/ onducted	PPO Personnel (Name & Signate	Manpower Residure) Filled in by to service 1. No 2. Si 3. More 1. Si 3. More 1. More 1. Si 3. More 1.	equirement the requesting party after ce Satisfaction lot Satisfied lightly Satisfied loderately Satisfied	Estin	nated hours of repair ar OVER-ALL or od cellent	nd maintenance RATING 2 Fair 4 Very Good
Filled in by PPo Part/Supplies/ onducted —	f Synk Leakaog O personnel Materials Required PPO Personnel	Manpower Residence Filled in by to service a	equirement the requesting party after ce Satisfaction lot Satisfied lightly Satisfied	Estin	nated hours of repair ar OVER-ALL or od cellent	nd maintenance RATING 2 Fair

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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