



## OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

Telefax: 1041(LOCAL)
Email: www.ppo.@vsu.edu.ph
Website: www.vsu.edu.ph

## PHYSICAL PLANT SERVICE REQUEST FORM

Filled If	n by requesting party	Filled in by PPC		
Date file		3, 2023 Date received	:	
	g/Facility/		P# (#2)	
House No/ : DoPAC		C Received by		
Apartment No./			Name & Signature	
Department		Designation/		
Location :VSU		Position	:	
	Wheney	Document		
Reques	sting party : <u>EĽIŽÁBETH S.</u>	QUEVEDO control number		
	1.0 /00			
Design		PAC		
Position	n			
Diagra	check and specify the nature of service	request		
	Audio System (amplifier, speakers and			
	microphones)	Tent installation/s		
	With Lights? Yes No	Setup Location: _		
	Setup Location:			
	Date & Time Needed:	Tent size:		
	Estimated Duration (hrs):	_ Fabrication/s (new	cabinets, furniture, metal works and other	
	Land preparation, plowing & harrowing	fabrications not cor	nsidered as repair and maintenance)	
	Location/Area covered:	- Installation/s (tarpa	nulin, signage, new lock & knobs & other	
*	Estimated passing trip:		sidered as repair and maintenance)	
	Site development, levelling, scrapping & backfilling	Machining works (I	athe, shaper, drill press & etc.)	
	Location:	Landscaping (Desi	gn and Installation)	
Hauling (Construction materials, office equipment & etc.)		Location/Area cove	Location/Area covered:	
	From: To:	Other/s (Specify):	Installation of tarpaulin and framing	
	Plans, Layouts and Estimates (Drafting,			
	plan/s, material & cost estimate, site ins, and the likes)			
	Brie	f Description of Service Reques		
Repair	nting of DoPAC Office; Stock room; Corr	dors; Ceilings, Grills and Laborato	ry rooms.	
		200		
		Filled in by the requesting party aft	er the conduct of service request	
Conducted		Service Satisfaction	OVER-ALL RATING	
by:	PPO Personnel	□ 1 Not Satisfied	□ 1 Poor □ 2 Fair	
	(Name & Signature)	☐ 1. Not Satisfied	☐ 1 Poor ☐ 2 Fair	
PPO Uni	t	☐ 2. Slightly Satisfied	☐ 3 Good * ☐ 4 Very Good	
		☐ 3. Moderately Satisfied	☐ 5 Excellent	
Checked	&	☐ 4. Very Satisfied	Comments & Suggestion	
Verified b			Comments & ouggestion	
	(Name & Signature)	☐ 5. Extremely Satisfied	-	
		1		
		Name and Signature		
		Name and Signature		
		Name and 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.