



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

REQUEST INFORMATION			
Filled in by requesting party		Filled in by PPO	
Date filed	March 20, 2023	Date received	:
Building/Department		Received by	Name & Signature
Location	Eco-FARMI building	Designation/Position	1
Requesting party	JEROME O. ARRIBADO	Request Reference	
reduceding party	Name & Signature	Number	
Designation/Position	Director		
Contact no./Email			
Please check and specify the nature of work requested:			
☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works			al Works
☐ Welding Works	☐ Plumbing Wo	conditioning & Reingeration	
☐ Machining works (Lathe, shaper, drill press, etc.) ☐ Instrumentation equipment & Laboratory instrument ☐ Others (specify in the brief description below)			
Brief Description of the Nature of Work Requested			
Replacement of one (5) unserviceable door knob at the Eco-FARMI.			
INSPECTION (Filled in by PPO Personnel)			
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]			
☐ In-House Repair and Maintenance ☐ For Outsourcing Repair and Maintenance			
	Manpower Required:	Estimated hours/days of repair:	
☐ Available	☐ Available	Schedule of repair:	
☐ Not Available	□ Not Available		
Conducted: Confirmed:			
PPO Maintenance Personnel/Name & Sign			Name and Signature
Designation/Position Designation/Position			Designation/Position
ACCOMPLISHMENT			
Filled in by PPO Personnel Filled in by Requesting Party			
Conducted	O Maintananaa Ramanaal	Service Satisfaction	OVER ALL RATING
by PP	O Maintenance Personnel (Name and Signature)	☐ 1. Not Satisfied	☐ 1. Poor ☐ 2. Fair
Date & Time Started		☐ 2. Slightly Satisfied ☐ 3. Moderately Satisfied	☐ 3. Good ☐ 4. Very Good
Date & Time Finished		☐ 4. Very Satisfied ☐ 5. Extremely Satisfied	☐ 5. Excellent
			Comments & Suggestion
Checked . ———	PPO Head/Director		
&verified Notes:	(Name and Signature)	Name &Signature	
Notes.		Designation/Position	<u>u</u>

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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