

## 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	)	
	ry 9, 2022	Date received	:	
Building/Facility/ House No/ Apartment No./ Department	FARMI	Received by	Nai	me & Signature
Location : Eco-FA	RMI Office	Designation/ Position	:	
Requesting party LUS	NEER C. SANTA	Maintenance control number	,:	
i. Three (3) copies: (1) for iii. One (1) job request in eviiii. Job request control numb.  iii. Job request control numb.	ery of PPO unit per is required.	) for PPO unit Head &	(1) for maintena	nce team
Please check and specify the nature of				
<ul><li>□ Vehicle Repair</li><li>□ Welding Works</li></ul>	☐ Carpentry & Furniture Works ☐ Plumbing Works		☐ Heating	al Works , Ventilating, Air
		mentation		ning & Refrigeration
(lethe shaper drill press etc.) equip		nt	Others (	(specify):
(latile, chaper, and proce, cic.)	& Lab	oratory instrument		
			. 4	
Brief D	escription of F	Repair and Mainte	nance	
Air conditioner cleaning and	repair.		<del></del>	
Materials/Supplies/Parts:	☐ Available		☐ Not Available	
Filled in by PPO personnel				
Part/Supplies/Materials Required	Manpower Requirement		Estimated hours/days to finished	
Inspected by:	Checked & Verified		Approved by:	
PPO Maintenance	by: PPO Unit Head			PPO Director

Vision:

A globally competitive university for science, technology, and environmental

Mission:

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

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