



PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION

Filled in by requesting party

Date filed : February 24, 2025

Building/Department : Department of Agronomy

Location : Dept. of Agronomy

Requesting party : LUZ C. ASIO

Name & Signature

Designation/Position : Dept. Head

Contact no./Email :

Filled in by PPO

Date received :

Received by

Name & Signature

Designation/Position :

Request Reference
Number

Please check and specify the nature of service request

- ☐ Audio System (amplifier, speakers and microphones)
 With Lights? Yes. ___ No. ___
 Setup Location: _____
 Date & Time Needed: _____
 Estimated Duration (hrs): _____
- ☐ Land preparation, plowing & harrowing
 Location/Area covered: _____
 Estimated passing trip: _____
- ☐ Site development, levelling, scrapping & backfilling
 Location: _____
- ☐ Hauling (Construction materials, office equipment & etc.)
 From: _____ To: _____
- ☐ Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)

- ☐ Tent installation/s
 Setup Location: _____
 No. of tent: _____
 Tent size: _____
- ☒ Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)
- ☐ Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)
- ☐ Machining works (lathe, shaper, drill press & etc.)
- ☐ Landscaping (Design and Installation)
 Location/Area covered: _____
- ☐ Other/s (Specify) : Re-painting of DA Rooms & Offices

Brief Description of Service Request

- To make a frame of the tarpaulin for the Objectives and Citizen Charter in the Department.

ACCOMPLISHMENT

Filled in by PPO Personnel

Conducted by : PPO Maintenance Personnel
 (Name and Signature)

Date & Time
Started

Date & Time
Finished

Checked & verified : PPO Head/Director
 (Name and Signature)

Notes:

Filled in by Requesting Party

Service Satisfaction

- ☐ 1. Not Satisfied
☐ 2. Slightly Satisfied
☐ 3. Moderately Satisfied
☐ 4. Very Satisfied
☐ 5. Extremely Satisfied

OVER ALL RATING

- ☐ 1. Poor ☐ 2. Fair
☐ 3. Good ☐ 4. Very Good
☐ 5. Excellent

Comments & Suggestion

Name & Signature

Designation/Position