

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

PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party	Filled in by PPO
Date filed : Decem	nber 13, 2021 Date received :
Building/Facility/ House No/ Departm	nent of Animal
	ence (DAS)
Department	Name & Signature
Location	dministrative Designation/
$ \Lambda$	Office Position
G_	Maintanna i
Requesting party MANUEL D	D. GACUTAN, JR. Maintenance : control number
Designation/ Position : Head,	DAS-CAFS
Position	
To be accomplished in three (3)	copies
Please check and specify the natu	
Audio System (amplifier, speak microphones)	Tent installation/s
With Lights? Yes No.	
Setup Location: Date & Time Needed:	No. of tent:
Date & Time Needed:	
Estimated Duration (hrs):	Fabrication/s (new cabinets, furniture, metal works
Land preparation, plowing & ha	and other fabrications not considered as repair and maintenance)
Location/Area covered:	- Thantonario
	other installation not considered as repair and
Estimated passing trip: Site development, levelling, sc	"Indintorialios)
backfilling	Machining works (lathe, shaper, drill press & etc.)
Location:	Others (specify): Cleaning of aircon unit at
Hauling (Construction material:	DAS Administrative Office
equipment & etc.)	
From: To:	
D	
В	Brief Description of Service Request
	Brief Description of Service Request
Cleaning	Brief Description of Service Request
Cleaning Gervice Conducted by	Brief Description of Service Request g of aircon unit at DAS Administrative Office.
Cleaning ervice Conducted by	Brief Description of Service Request g of aircon unit at DAS Administrative Office. Name & Signature To be filled by the requesting party after
Cleaning ervice Conducted by	Brief Description of Service Request g of aircon unit at DAS Administrative Office.
Cleaning ervice Conducted by PO Unit	Brief Description of Service Request g of aircon unit at DAS Administrative Office. Name & Signature To be filled by the requesting party after service request conducted Overall Service Satisfaction
Cleaning ervice Conducted by PO Unit conformed by	Brief Description of Service Request g of aircon unit at DAS Administrative Office. To be filled by the requesting party after service request conducted
Cleaning ervice Conducted by PO Unit conformed by Requesting Party)	Parief Description of Service Request y of aircon unit at DAS Administrative Office. To be filled by the requesting party after service request conducted Overall Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied
ervice Conducted by PO Unit onformed by Requesting Party)	Parief Description of Service Request To de filled by the requesting party after service request conducted Overall Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied
Cleaning Po Unit Conformed by Requesting Party)	Parief Description of Service Request y of aircon unit at DAS Administrative Office. To be filled by the requesting party after service request conducted Overall Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied
Cleaning Service Conducted by PO Unit Conformed by Requesting Party) Checked by PO Unit Head)	Parief Description of Service Request To be filled by the requesting party after service request conducted Overall Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 4. Very Satisfied
Cleaning Service Conducted by PO Unit Conformed by Requesting Party) Checked by PO Unit Head)	Brief Description of Service Request g of aircon unit at DAS Administrative Office. To be filled by the requesting party after service request conducted Overall Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 4. Very Satisfied 4. Very Satisfied
Cleaning Service Conducted by PO Unit Conformed by Requesting Party) Checked by PO Unit Head)	Parief Description of Service Request To be filled by the requesting party after service request conducted Overall Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 4. Very Satisfied

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.