



VISAYAS
STATE UNIVERSITY



PHYSICAL PLANT OFFICE
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: 1041 (LOCAL)
Email: www.ppo.@vsu.edu.ph
Website: www.vsu.edu.ph

PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION	
Filled in by requesting party	
Date filed	February 29, 2024
Building/Department	Advanced Research and Innovation Center
Location	Bioactive Natural Compounds Laboratory
Requesting party	MA. THERESA P. LORETO <i>msl</i>
Name & Signature	Director, ARI Center
Designation/Position	mtploretto@vsu.edu.ph
Contact no./Email	
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, scraping & 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)
Brief Description of Service Request	
-Provision of an electrical breaker/outlet for the installation of water distillation unit.	
-Check power source capacity	
-Estimate electrical materials needed	
ACCOMPLISHMENT	
Filled in by PPO Personnel	

Filled in by PPO	
Date received	
Received by	
Name & Signature	
Designation/Position	
Request Reference	
Number	

ACCOMPLISHMENT	
Filled in by PPO Personnel	
Conducted by	PPO Maintenance Personnel
Date & Time Started	
Date & Time Finished	
Checked & Verified	PPO Head/Director
Notes:	

Filled in by Requesting Party	
Service Satisfaction	
OVER ALL RATING	
1. Not Satisfied	☐
2. Slightly Satisfied	☐
3. Moderately Satisfied	☐
4. Very Satisfied	☐
5. Extremely Satisfied	☐
1. Poor	☐
2. Fair	☐
3. Good	☐
4. Very Good	☐
5. Excellent	☐
Comments & Suggestion	
Designation/Position	
Name & Signature	