

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		
Date filed : 1/6	/2022	Date received	:	
buse No/ Eco-FaRMI epartment No./		Received by	Name & Signat	ure
Location : GISSU Office		Designation/ Position	:	
Requesting party :Dr. Pasto	or P. Garcia	Maintenance control number	1	
Position	e Professor			
Note: i. Three (3) copies: (1) for r ii. One (1) job request in evo iii. Job request control numb	ery of PPO unit) for PPO unit Head & (1) for maintenance team	
Please check and specify the nature of v	vork requested			
☐ Carpentry & Furniture Works			☐ Electrical Works	
☐ Welding Works ☐ Plumbing Works			Heating, Ventilating, Air conditioning & Refrigeration	
☐ Machining works (lathe, shaper, drill press, etc.)	Others (specify):			
		oratory instrument		
		epair and Mainte		
Service (Repair and Clean) of 4 Air	r conditioner and	transfer of 2 Air cond	ditioner.	
Materials/Supplies/Parts:	Availab	le	☐ Not Available	
Filled in by PPO personnel			ere ere er	
Part/Supplies/Materials Required	Manpowe	r Requirement	Estimated hours/da finished	ays to
		*		
Inspected by:	Checked & Verified	, , , , , , , , , , , , , , , , , , ,	Approved by:	
PPO Maintenance	by:	PPO Unit Head	PPO Dir	ector

Vision:

A globally competitive university for science, technology, and environmental conservation.

No. GIS-JR_22-01

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

Page 1 of 1 FM-PPO-09 v2 01-15-2021