



PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION

Filled in by requesting party

Date filed : 1-15-24

Building/Department : NSTP

Location : Lower campus

Requesting party : Joy A. Bellen

Name & Signature

Designation/Position : Director, NSTP

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: VSU - Gym

Date & Time Needed: Jan. 20, 27, 2024

Estimated Duration (hrs): 5 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) :

Brief Description of Service Request

Sound system needed for NSTP Class / training.

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