



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	Filled in by PPO
Date filed : 1-15-24	Date received :
Building/Department : 410 #10	Received by
NTIP	Name & Signature
Location : lover Campus	
Requesting party: Lower Campus Name & Signature	Designation/Position :
Bounding note . Jon A. Bellen	Request Reference :
Requesting party : Voy A Volley Name & Signature	Number
Designation/Position : Director NSTP	
Designation/Position : Director NSTP Contact no./Email :	—
Please check and specify the nature of service request	
Audio System (amplifier, speakers and microphones)	☐ Tent installation/s
With Lights? Yes. No.	Setup Location:
With Lights? Yes No	No. of tent:
Date & Time Needed: Nam. 20,27, www	Tent size:
Estimated Duration (hrs): 5 NHS	Fabrication/s (new cabinets, furniture, metal works and other
Land preparation, plowing & harrowing	fabrications not considered as repair and maintenance)
Location/Area covered:	Installation/s (tarpaulin, signage, new lock & knobs & other
Estimated passing trip:	installation not considered as repair and maintenance)
Site development, levelling, scrapping & backfilling	Machining works (lathe, shaper, drill press & etc.)
Location:	Landscaping (Design and Installation)
Hauling (Construction materials, office	Landscaping (Design and Installation)
equipment & etc.)	Location/Area covered:
From: To:	Other/s (Specify) :
Plans, Layouts and Estimates (Drafting, floor	
plan/s, material & cost estimate, site inspection	
and the likes)	
Brief Descrip	otion of Service Request
Soundsystem needed for	NCTP Chace Itraining.
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ACCOMPLISHMENT	
Filled in by PPO Personnel	Filled in by Requesting Party
	Service Satisfaction OVER ALL RATING
Conducted by PPO Maintenance Personnel	Service Satisfaction OVER ALL RATING
(Name and Signature)	☐ 1. Not Satisfied ☐ 1. Poor ☐ 2. Fair
Date & Time	☐ 2. Slightly Satisfied ☐ 4. Very
Started	☐ 3. Moderately Satisfied ☐ 3. Good Good
Date & Time	☐ 4. Very Satisfied ☐ 5. Excellent
Finished	☐ 5. Extremely Satisfied
	Comments & Suggestion
Checked	
&verified PPO Head/Director	
(Name and Signature)	Name &Signature
Notes:	
	Designation/Position

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.

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