



## REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed	: January 12, 2022
Building/Facility/ House No/ Apartment No./ Department	: Office of Head of Records & Archives (OHRA)
Location	: G/F Admin. Building
Requesting party:	 <b>MARIA ROBERTA S. MIRAFLOR</b>
Designation/ Position	: <u>Head, OHRA</u>

Filled in by PPO	
Date received	:
Received by	_____
	Name & Signature
Designation/ Position	:
Maintenance control number	:

**Note:**

- Three (3) copies: (1) for requesting party, (1) for PPO unit Head & (1) for maintenance team
- One (1) job request in every of PPO unit.
- Job request control number is required.

**Please check and specify the nature of work requested**

☐ Vehicle Repair

☐ Welding Works

☐ Machining works  
(lathe, shaper, drill press, etc.)

☒ Carpentry & Furniture  
Works

☐ Plumbing Works

☐ Instrumentation  
equipment  
& Laboratory instrument

☐ Electrical Works

☐ Heating, Ventilating, Air  
conditioning & Refrigeration

☐ Others (specify): \_\_\_\_\_

### Brief Description of Repair and Maintenance

To repair dilapidated steel cabinets.

Materials/Supplies/Parts:

☐ Available

☒ Not Available

**Filled in by PPO personnel**

Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished

Inspected  
by:

PPO Maintenance

Checked  
& Verified  
by:

PPO Unit Head

Approved  
by:

PPO Director