



VISAYAS
STATE UNIVERSITY



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

REPAIR AND MAINTENANCE REQUEST

Date filed : February 13, 2023		Filled in by PPO	
Building/Department : Advanced Research Center		Received by	
Location : Visayas State University		Designation/Position	
Requesting party : MA. THERESA P. LORETO		Request Reference	
Designation/Position : Director, ARI Center		Name & Signature	
Contact no./Email : mtploredo@vsu.edu.ph		Number	

Please check and specify the nature of work requested:	
☐ Vehicle Repair	☐ Carpentry & Furniture Works
☐ Welding Works	☐ Plumbing Works
☐ Machining works (Lathe, shaper, drill press, etc.)	☐ Instrumentation equipment & Laboratory instrument
☐ Others (specify in the brief description below)	
Brief Description of the Nature of Work Requested	
To install LED Illuminated signage	

INSPECTION (Filled in by PPO Personnel)	
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]	
☐ In-House Repair and Maintenance	☐ For Outsourcing Repair and Maintenance
Materials/Parts	Manpower Required:
☐ Available	☐ Available
☐ Not Available	☐ Not Available
Confirmed:	
PPO Maintenance Personnel/Name & Sign	
Designation/Position	
Name and Signature	
Designation/Position	

ACCOMPLISHMENT	
Filled in by PPO Personnel	
Conducted by : PPO Maintenance Personnel	
Date & Time Started : (Name and Signature)	
Date & Time Finished : (Name and Signature)	
Checked & Verified : PPO Head/Director	
Notes:	
Service Satisfaction	
OVER ALL RATING	
Comments & Suggestion	
Designation/Position	
Name & Signature	
Designation/Position	