



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 re | questing party | | | Filled in by PP | 0 | |
|--|--------------------------------------|------------------------------|--|--|---|---|
| Date filed Building/Facili House No/ Apartment No | ity/ | 10/2022 | | Date received Received by | | 0 Ciny 1 |
| Department Location | | PPER CAMPU | | Designation/ Position | :N | ame & Signature |
| Requesting particular Designation/Position | Na | MAE M. RAM me & Signature | MODERA e | Maintenance control numbe | r : | |
| Please check a | nd specify the nature of | work requested | | | | |
| ☐ Vehicle R | | | arpentry & | & Furniture Works | Electrical \ | Vorks |
| ☐ Welding Works ☐ ☐ Machining works ☐ (lathe, shaper, drill press, etc.) | | | Plumbing Works Instrumentation equipment & Laboratory instrument | | ☐ Heating, Ventilating, Air conditioning & Refrigeration☐ Others (specify): | |
| | oplies/Parts: | ☐ Ava | ilable | | ☐ Not Ava | lable |
| Materials/Sup To Fix L | aboratory buncht | | | Repair and Maintena | ance | |
| 70 Flix L | aboratory buncht | | | Repair and Maintena | ance | |
| To pix L | aboratory buncht | op ontlet u | rocketr. | Repair and Maintena | | hours/days to finished |
| To pix L | electrony buncht | op ontlet u | rocketr. | | | hours/days to finished |
| To pix L | electrony buncht | op ontlet u | anpower | Requirement | Estimated | |
| Filled in by PP Part/Supplies | electrony buncht | op ontlet | anpower | | Estimated | |
| Filled in by PP Part/Supplies | PO personnel s/Materials Required | mel ature) | anpower | Requirement by the requesting party aftervice Satisfaction Not Satisfied Slightly Satisfied | Estimated | pair and maintenance R-ALL RATING 2 Fair |
| Filled in by PP Part/Supplies onducted y: PO Unit | PO personnel s/Materials Required | M. mel ature) | Filled in b Ser 1. 2. 3. | Requirement by the requesting party aftervice Satisfaction Not Satisfied | Estimated Ter the conduct of rej OVE | pair and maintenance R-ALL RATING 2 Fair 4 Very Good |
| To pix L | PO personnel s/Materials Required | mel ature) | Filled in b Ser | Requirement by the requesting party aftervice Satisfaction Not Satisfied Slightly Satisfied | Estimated OVE 1 Poor 3 Good 5 Excellent | pair and maintenance R-ALL RATING 2 Fair 4 Very Good |

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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