



## PHYSICAL PLANT SERVICE REQUEST FORM

### REQUEST INFORMATION

*Filled in by requesting party*

Date filed : January 11, 2023

Building/Department : ECO-FARMI DEMO FARM

Location : VSU

Requesting party : REYNANTE GM  
MACAPANAS  
Name & Signature

Designation/Position : SRA

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: \_\_\_\_\_  
Date & Time Needed: \_\_\_\_\_  
Estimated Duration (hrs): \_\_\_\_\_

☐ Land preparation, plowing & harrowing  
Location/Area covered: \_\_\_\_\_  
Estimated passing trip: \_\_\_\_\_

☐ Site development, levelling, scrapping & backfilling  
Location: \_\_\_\_\_

☒ Hauling (Construction materials, office equipment & etc.)

From: ANSCI Dept. To: Demo Farm

☐ 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

- Hauling of Cow Manure from Animal science Department to Demo Farm on January 15, 2024

### 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