



### REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party		Filled in by PPO	
Date filed	: September 15, 2022	Date received	:
Building/Facility/ House No./ Apartment No./ Department	: NARC Tissue Culture Lab (new bldg..)	Received by	:
Location	:		: Name & Signature
Requesting party	: FLORA MIA Y. DUATIN	Designation/ Position	:
Designation/ Position	: Project Leader	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

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Vehicle Repair  | <input type="checkbox"/> Carpentry & Furniture Works                       | <input type="checkbox"/> Electrical Works                                       |
| <input type="checkbox"/> Welding Works   | <input type="checkbox"/> Plumbing Works                                    | <input type="checkbox"/> Heating, Ventilating, Air conditioning & Refrigeration |
| <input type="checkbox"/> Machining works<br>(lathe, shaper, drill press, etc.) | <input type="checkbox"/> Instrumentation equipment & Laboratory instrument | <input type="checkbox"/> Others (specify):                                      |

#### Brief Description of Repair and Maintenance

To check possible location of outlets for culture cabinets at New Tissue Culture Building.

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

**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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