



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 requesting party				0	
Date filed : Oct. 13, 2022			Date received			
Building/Facil	lity/					
Anartment No /			Received by			
Department Dept. of Economics				Nam	e & Signature	
Location :			Designation/			
	1/2	7-1-		Position		
Requesting party : MARIA HAZEL I. BELLEZAS			Maintenance			
		ne & Signature		control number		
Designation/ Position : Head, DoEcon						
1 OSITION						
Please check a	and specify the nature of w	ork requested				
☐ Vehicle Repair ☐ Carpentry & F				Furniture Works	☐ Electrical Wo	rks
☐ Welding Works ☐ Plumbing V				rks	☐ Heating, Ven	
						& Refrigeration
Machining works Instrumentatio (lathe, shaper, drill press, etc.) & Laboratory in					Others (spec	iry):
	AS					
L				, pr		
Materials/Su	pplies/Parts:	☐ Ava	ilable		☐ Not Availab	le
		Brief Descr	iption of R	epair and Maintena	nce	
		Check	up and rep	pair of grass cutter.		4
		L .				
Filled in by DI	20 normannal					
Filled in by PPO personnel Part/Supplies/Materials Required Manpower Re				aguiga ma a né	Uiromont Fetigeated have (days to Saide d	
r ait/Supplies/Materials Required		IVI	Manpower Requirement		Estimated hours/days to finished	
			Filled in by t	he requesting party off	os the constant of second	
Conducted					er the conduct of repair and maintenance	
by:	PPO Personn (Name & Signat		Service	ce Satisfaction	OVER-A	LL RATING
PPO Unit	(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		□ 1. N	ot Satisfied	☐ 1 Poor	☐ 2 Fair
rro oiii			_ 2. S	lightly Satisfied	☐ 3 Good	☐ 4 Very Good
			3 M	oderately Satisfied		шч very Good
Checked & Verified by:					☐ 5 Excellent	
vormed by.	PPO Head (Name & Signature)			ery Satisfied	Comments	s & Suggestion
	(Ivaine & Signal	uie)	□ 5. E	xtremely Satisfied		
			Name	and Signature		
			IVGIIIE	ally ofulfature		
			Name	and Signature		