



## **PHYSICAL PLANT OFFICE**

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

## REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION					
Filled in by requesting party		Filled in by PPO		9	
Date filed	: October 17, 2024	Date received	:		
Building/Department	ISRDS	Received by	Received by  Name & Signature		
Location	SRDS	Designation/Pos	sition :		
Requesting party	Name & Signature	Request Refere Number	Request Reference : Number		
Designation/Position	: Director				
Contact no./Email	:				
Please check and specify the nature of work requested:					
☐ Vehicle Repair ☐ Welding Works	Heating Ventilating Air				
☐ 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					
Repair and replacement of the broken tiles at the ISRDS classroom.					
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:	o	or repair.		
☐ Available	Available	S	Schedule of repair:		
Not Available Not Available					
Conducted: Confirmed:					
PPO Main		Name and Signature			
-	Designation/Position			Designation/Position	
ACCOMPLISHMENT					
Filled in by PPO Personnel Filled in by Requesting Party					
Conducted	PO Maintenance Personnel	Service Satisfa	action	OVER ALL RATING	
by P	(Name and Signature)	☐ 1. Not Satisfie	ed	☐ 1. Poor ☐ 2. Fair	
Date & Time		2. Slightly Sat		☐ 3. Good ☐ 4. Very	
Started Date & Time		☐ 3. Moderately ☐ 4. Very Satisfi		Good  ☐ 5. Excellent	
Finished		5. Extremely		- C. Executoria	
				Comments & Suggestion	
Checked . ———	PPO Head/Director			×	
&verified .	(Name and Signature)	Name &Signa	Name &Signature		
Notes:			Design of the Charles		
		Designation/Position			

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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