



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

PHYSICAL PLANT SERVICE REQUEST FORM

| Filled in by requesting party | | | Filled in by PPO | | | |
|---|---------------------------------------|--|---|---------------------------|---------------------------------------|--|
| Date filed : Nov. 9, row | | | Date received | : | | |
| Building/Fac | ility/ | | | | | |
| House No/ Apartment No./ | | | Received by | | | |
| Department NSTP | | | | Nam | e & Signature | |
| Location : Front of NSTP | | | Designation/ | | o o o o o o o o o o o o o o o o o o o | |
| Location | · trunt of | 14311 | Position | | | |
| | 1 201 2 | Bellen | Document | : | | |
| Requesting party | | | control number | | | |
| Designation/ | 00 1 11 | | | | | |
| Position | : Director, N | STPO | | | | |
| | | | | | | |
| | k and specify the nature of service r | request | | | | |
| | System (amplifier, speakers and | Те | ent installation/s | | | |
| microj | | | | | | |
| Setu | n Lights? Yes No up Location: | | | | | |
| Setup Location: No. of ter Date & Time Needed: Tent size | | | | | | |
| Estimated Duration (hrs): Fabrication/s (new cabinets, furniture, metal works ar | | | | | | |
| Land preparation, plowing & harrowing fabrications not considered as repair and mainten | | | | | | |
| | | | | | | |
| Loca | tion/Area covered: | | tallation/s (tarpaulin, signage, new lock & knobs & other | | | |
| Estin | nated passing trip: | ssing trip: installation not considered as repair and maintenance) | | | | |
| Site development, levelling, scrapping & Machining works (lathe, shaper, drill press & etc.) | | | | | ess & etc.) | |
| Location: Landscaping (Design and Installation) | | | | | | |
| Hauling (Construction materials, office | | | | | | |
| | | | | Crose - cut | - | |
| From: To: Other/s (Specify) : Other/s (Specify) : | | | | | | |
| plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection | | | | | | |
| | ne likes) | 700.077 | ANTIQUARY ANTI-ORDINA SANCARIA | | | |
| | | | | | | |
| | Brief | Description of S | Service Request | | | |
| Chross | -cut at the fro | nt of | the NS9 | TP office | | |
| | | | | | | |
| | | Filled in by the n | equesting party after | er the conduct of service | e request | |
| O a male sate of | | | atisfaction | | LL RATING | |
| Conducted by: | PPO Personnel | | | OVER-A | LL NATING | |
| ~,. | (Name & Signature) | 1. Not S | atisfied | ☐ 1 Poor | ☐ 2 Fair | |
| PPO Unit | | 2. Slight | ly Satisfied | ☐ 3 Good | 4 Very Good | |
| | | ☐ 3. Mode | rately Satisfied | ☐ 5 Excellent | , | |
| Checked & | | ☐ 4. Very | Satisfied | Comments | s & Suggestion | |
| Verified by: | PPO Head/Director | | mely Satisfied | | 30 | |
| | (Name & Signature) | | , | | | |
| | | part . | | | | |
| | | Name and Signature | | | | |
| | | | | | | |

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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