

## 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	Filled	I in by PPO	
Date filed : January	/ 4, 2022 Date	received :	
Apartment No./	nt of Physics Rece	ived by	Name & Signature
VSU, Viso	rary Building ca, Baybay Desig Leyte Positi	nation/ on :	Name & Oignature
Requesting party	/AI AIRE	enance : ol number	
Position	DPhys	_	
Note: i. Three (3) copies: (1) for ii. One (1) job request in et iii. Job request control num		unit Head & (1)	for maintenance team
Please check and specify the nature of w	ork requested		
☐ Vehicle Repair	Carpentry & Fu	ırniture 🗆	☐ Electrical Works
☐ Welding Works	☐ Plumbing Work		Heating, Ventilating, Air conditioning & Refrigeration
☐ Machining works	<ul> <li>Instrumentation equipment</li> </ul>	n 🗆	Others (specify):
(lathe, shaper, drill press, etc.)	& Laboratory in	strument	Α
	& Laboratory ir		nce
			nce
	escription of Repair a		nce
Brief De	escription of Repair a		nce
Brief De	escription of Repair au		□ Not Available
Request to repair cement storage Materials/Supplies/Parts:	escription of Repair au	nd Maintena	
Request to repair cement storage  Materials/Supplies/Parts:  Filled in by PPO personnel  Part/Supplies/Materials	escription of Repair au room.  Available	nd Maintena	☐ Not Available  Estimated hours/days to
Request to repair cement storage  Materials/Supplies/Parts:  Filled in by PPO personnel  Part/Supplies/Materials	escription of Repair au room.  Available	nd Maintena	☐ Not Available  Estimated hours/days to
Request to repair cement storage  Materials/Supplies/Parts:  Filled in by PPO personnel  Part/Supplies/Materials	escription of Repair au room.  Available	nd Maintena	☐ Not Available  Estimated hours/days to
Request to repair cement storage  Materials/Supplies/Parts:  Filled in by PPO personnel  Part/Supplies/Materials	escription of Repair au room.  Available	nd Maintena	☐ Not Available  Estimated hours/days to

Vision:

A globally competitive university for science, technology, and environmental

conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No