



## REPAIR AND MAINTENANCE REQUEST

| Filled in by requesting party                                   |                       | Filled in by PPO              |                    |
|---|-----------------------|-------------------------------|--------------------|
| Date filed  | : February 03, 2021   | Date received                 | :                  |
| Building/Facility/<br>House No/<br>Apartment No./<br>Department | : Forest Science      | Received by                   | : Name & Signature |
| Location  | : College of Forestry | Designation/<br>Position      | :                  |
| Requesting party  | : Remy R. Lebante     | Maintenance<br>control number | :                  |
| Designation/<br>Position  | : Lab. Tech.          |                               |                    |

**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 checked="" type="checkbox"/> Heating, Ventilating, Air conditioning & Refrigeration |
| <input type="checkbox"/> Machining works<br>(lathe, shaper, drill press, etc.) | <input type="checkbox"/> Instrumentation<br>equipment<br>& Laboratory instrument | <input type="checkbox"/> Others (specify):   |

### Brief Description of Repair and Maintenance

-Ceiling Fan installation at DFS head Office

Materials/Supplies/Parts:

☐ Available

☐ Not Available

**Filled in by PPO personnel**

| Part/Supplies/Materials<br>Required | Manpower Requirement | Estimated hours/days to<br>finished |
|-------------------------------------|----------------------|-------------------------------------|
|                                     |                      |                                     |
|                                     |                      |                                     |
|                                     |                      |                                     |
|                                     |                      |                                     |

Inspected  
by:

PPO Maintenance

Checked  
& Verified  
by:

PPO Unit Head

Approved  
by:

PPO Director