



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

	THE PART PARE INPUT	TENTAL REGOEDT		
REQUEST INFORMATIO		AND DESCRIPTION OF THE PERSON	AND DESCRIPTION OF THE PARTY OF	
Filled in by requesting party		Filled in by PPO		
Date filed	May 2, 2023, 2023	Date received		
Building/Department	Department of Pure and Applied Chemistry	Received by	Name & Cianatan	
		-	Name & Signature	
Location	DoRAC	Designation/Position		
Requesting party	NOREVE JEAN M. AGAD Name & Signature	Request Reference Number	1	
Designation/Position	CHEM. TECH, DoPAC			
Contact no./Email	noreve.agad@vsu.edu.ph			
Contact no./Email	. Horeve.agau@vsu.euu.pri			
Please check and specify the	nature of work requested.			
☐ Vehicle Repair	☐ Carpentry &	Furniture Works Electric	al Works	
☐ Welding Works	☐ Heating, Ventilating, Air			
- vveiding vvoiks	- Flumbing vv	Conditio	ning & Refrigeration	
☐ Machining works (Lathe, shaper, drill pri	ess, etc.) Instrumenta	tion equipment U Others below)	(specify in the brief description	
	Brief Description of 1	the Nature of Work Requested		
Repa	air the whole freeze dryer instru	ment including its vacuum pur	np and motor.	
INSPECTION (Filled in by	PPO Personnell			
Date of Inspection:	Time started:	[AM] [PM] Time ended:	[AM] [PM]	
The Property of the Property o	The state of the s	For Outsourcing Repair and M		
☐ In-House Repair and	Warman and the same and the sam			
Materials/Parts	Manpower Required:	of repair:	Estimated hours/days of repair:	
☐ Available	☐ Available	Schedule of	of repair:	
☐ Not Available	□ Not Available			
Conducted:		Confirmed:		
PPO Mainte	enance Personnel/Name & Sign	Name and Signature		
	Designation/Position		Designation/Position	
***************************************	Designation/Position		Designation/Position	
ACCOMPLISHMENT				
Filled in by PPO Personnel	411	Filled in by Requesting Party		
Conducted by PPO Maintenance Personnel (Name and Signature)		* Service Satisfaction	OVER ALL RATING	
		1. Not Satisfied 2. Slightly Satisfied	☐ 1. Poor ☐ 2. Fair	
Date & Time	The state of the s		□ 3 Good □ 4. Very	
Started		☐ 3. Moderately Satisfied	Good	
Date & Time		4. Very Satisfied	☐ 5. Excellent	
Finished		☐ 5. Extremely Satisfied	Comment of	
			Comments & Suggestion	
Checked	PPO Head/Director			
&verified (Name and Signature)		Name &Signature		
Notes:				
		Designation/Position		