

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 pa	irty	Filled in by PPO
	Feb. 15, 200	Date received :
Building/Facility/		
House No/ Apartment No./		Received by
Department	Moger Campus	Name & Signature
Location :	Maran dans	Designation/
Location	reffer campus	Position ·
	Kyza shat Ramone	Maintenance :
Requesting party · —	tyen was known	control number ————————————————————————————————————
Designation/		
Position :	Orc-Head	
T. 1	(0)	
To be accomplished in t	THE RESIDENCE OF THE PARTY OF T	
Please check and specify		request
Audio System (amplif microphones)	ier, speakers and	Tent installation/s
With Lights? Yes.	No.	Setup Location:
		No. of tent:
Date & Time Neede	ed:	Tent size:
Estimated Duration	(hrs):	Fabrication/s (new cabinets, furniture, metal wo
Land preparation, plo	wing & harrowing	and other fabrications not considered as repair a maintenance)
		Installation/s (tarpaulin, signage, new lock & knobs
	eu.	
Location/Area cover		✓ other installation not considered as repair a
Location/Area cover Estimated passing tr		✓ other installation not considered as repair a maintenance)
Location/Area cover Estimated passing tr		maintenance)
Location/Area cover Estimated passing tr Site development, lev backfilling	velling, scrapping &	maintenance) Machining works (lathe, shaper, drill press & etc.)
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