



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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REPAIR AND MAINTENANCE REQUEST

PPO Personner (Name & Signature) 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 5 Excellent	Filled in by requesting party			Filled in by PPO	lake in a few of a last series	
House No/ Apartment No./ Department Location : VSU Upper Campus Requesting party : RUTH O. ESCASINAS Name & Signature Designation/ Position : Department Head Please check and specify the nature of work requested Vehicle Repair Carpentry & Furniture Works Electrical Works Plumbing Works Plumbing Works Instrumentation equipment Refrigeration Others (specify): Materials/Supplies/Parts: Available Not Available Brief Description of Repair and Maintenance 1. Check up the Air conditioner Temperature Part/Supplies/Materials Required Manpower Requirement Estimated hours/days to finished Filled in by PPO personnel Part/Supplies/Materials Required Not Available Filled in by PPO Personnel (Name & Signature) Service Satisfaction OVER-ALL RATING PPO Unit PPO Head (Name & Signature) Not Avery Satisfied 1. Poro 2. Fair 3. Moderately Satisfied 5. Extremely Satisfied 6 Excellent 4. Very Satisfied Comments & Suggestion Comments & Suggestion Comments & Suggestion Comments & Suggestion Comments & Suggestion Comments & Suggestion Comments &	Date filed		rch 30, 2022	Date received	:	
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Requesting party : RUTH O. ESCASINAS Name & Signature Designation/ Position : Department Head : Department Heading, Ventilating, Air conditioning & Refrigeration : Others (specify): Department Heading, Ventilating, Air conditioning & Refrigeration : Others (specify): Department Heading, Ventilating, Air conditioning & Refrigeration : Others (specify): Department Heading in Statistical Heading, Ventilating, Air conditioning & Refrigeration : Others (specify): Department Heading in Statistical :	Location				:	
Designation/ Position : Department Head : Department Heating, Verbitating, Air conditioning works Department Heating, Verbitating, Air conditioning & Retrigeration Others (specify): Department Depa	Requesting party	: RUTH	O. ESCASINAS	Maintenance	:	
□ Vehicle Repair □ Carpentry & Furniture Works □ Electrical Works □ Welding Works □ Plumbing Works □ Instrumentation equipment & Laboratory instrument □ Heating, Ventilating, Air conditioning & Refrigeration Others (specify): Materials/Supplies/Parts: □ Available □ Not Available Brief Description of Repair and Maintenance 1. Check up the Air conditioner Temperature Filled in by PPO personnel Part/Supplies/Materials Required Manpower Requirement Estimated hours/days to finished Conducted Dy: PPO Personnel (Name & Signature) Service Satisfaction OVER-ALL RATING □ 1. Not Satisfied □ 1 Poor □ 2 Fair □ 3. Good □ 4 Very Good □ 4 Very Good □ 5 Excellent Checked & Verified by: PPO Head (Name & Signature) □ 4. Very Satisfied □ 5. Extremely Satisfied Comments & Suggestion						
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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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