



## PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

## REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION				
Filled in by requesting party		Filled in by PPO	-	
Date filed	: February 28, 2025	Date received	:	
Building/Department	: Department of Agronomy	Received by	Name & Signature	
Location	· DA Classrooms	Designation/Position	. Name & Signature	
Location	DA Classrooms		*	
Requesting party		Request Reference Number	1	
Designation/Position	Name & Signature : Head, DA			
Contact no./Email	. Head, DA			
Please check and specify the nature of work requested:				
☐ Vehicle Repair	☐ Carpentry & I	Furniture Works		
Welding Works	☐ Plumbing Wo	conditioning & Reingeration		
☐ Machining works ☐ Instrumentation equipment & Laboratory instrument ☐ Others (specify in the brief description below)				
Brief Description of the Nature of Work Requested				
"Aug.				
1 Inspection of classrooms for installing projectors				
Inspection of classrooms for installing projectors.				
INSPECTION (Filled in by PPO Personnel)				
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]				
☐ In-House Repair and Maintenance ☐ For Outsourcing Repair and Maintenance Estimated hours/days				
Materials/Parts	Manpower Required:	of repair:		
☐ Available	☐ Available	Schedule of repair:		
☐ Not Available	□ Not Available			
*Conducted: Confirmed:				
PPO Maintenance Personnel/Name & Sign		Committee.	Name and Signature	
		-	Decimation/Decition	
Designation/Position Designation/Position				
ACCOMPLISHMENT				
Filled in by PPO Personnel		Filled in by Requesting Party		
Conducted : P	PO Maintenance Personnel	Service Satisfaction	OVER ALL RATING	
	(Name and Signature)	☐ 1. Not Satisfied	☐ 1. Poor ☐ 2. Fair	
Date & Time Started		☐ 2. Slightly Satisfied ☐ 3. Moderately Satisfied	☐ 3. Good ☐ 4. Very Good	
Date & Time		☐ 4. Very Satisfied		
Finished		☐ 5. Extremely Satisfied	5. Excellent	
			Comments & Suggestion	
Checked . ———————————————————————————————————	PPO Head/Director			
	(Name and Signature) Name &Signature			
Notes:		Designation/Position	-	
		Designation/Position	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	

Vision:

A globally competitive university for science, technology, and environmental

conservation.

Mission: Developme

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

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