



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

Filled in by requesting party			Filled in by PPO			
Date filed : September 21,		mber 21, 2022	Date received	:		
Building/Facility/ House No/ Apartment No./ Department	(1 1 1 1 1 1 1 1 1 1	DA PSB ROOM 01 & 02 Department of Agronomy		Name	& Signature	
Location	: VSU, Upper	VSU, Upper Campus		1		
Requesting party	: Ruth	Ö. Escasinas	Maintenance control number	:		
Designation/		Name & Signature				
Designation/ Position	: Depa	artment Head				
Please check and sp	ecify the nature of w	ork requested				
☐ Vehicle Repair ☐ Carpentry &			Furniture Works	☐ Electrical Wor	ks	
			orke	conditioning a reingeration		
☐ Machining works ☐ Instrumentation (lathe, shaper, drill press, etc.) & Laboratory i				Others (specif	у):	
(latile, silaper,	um press, etc.)	a Laboratory	mod dirione	-		
Materials/Supplie	s/Parts:	Available Brief Description of F	Repair and Maintena	☐ Not Availabl		
1. (Check and repair o	of electrical lights and ce	iling fan.		1, P	
Filled in by PPO pe	ersonnel					
Part/Supplies/Materials Required		Manpower F	Manpower Requirement		Estimated hours/days to finished	
		Filled in by	the requesting party after	er the conduct of repair	and maintenance	
Conducted —	ucted PPO Personnel		vice Satisfaction	OVER-A	LL RATING	
by:	(Name & Signa	ture)	Not Satisfied	☐ 1 Poor	☐ 2 Fair	
PPO Unit		-				
			Slightly Satisfied	☐ 3 Good	☐ 4 Very Good	
Checked &	□ 3.		Moderately Satisfied	☐ 5 Excellent		
Verified by:	PPO Head		Very Satisfied	Comments & Suggestion		
	(Name & Signa		Extremely Satisfied			
		Nan	ne and Signature			

Vision:

A globally competitive university for science, technology, and environmental

Mission:

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

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