VISAYAS STATE UNIVERSITY

OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT
Visca, Baybay City, Leyte, PHILIPPINES
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PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party		Filled in by PPO	
Date filed	: April 22, 2022	Date received	:
Building/Facility/ House No/ Apartment No./ Department	: Eco-FARMI	Received by	:
Location	: VSU, Visca, Baybay City		Name & Signature
		Designation/ Position	:
Requesting party	: DHENBER C. LUSANTA	Document control number	:
Designation/ Position	: OIC, Eco-FARMI		

Please check and specify the nature of service request

- [ ] Audio System *(amplifier, speakers and microphones)*
  With Lights? Yes. __ No. __
  Setup Location: _____
  Date & Time Needed: _____
  Estimated Duration (hrs): _____

- [✓] Land preparation, plowing & harrowing
  Location/Area covered: **Rice Field, Eco-FARMI Demo Farm**
  Estimated passing trip: _____

- [ ] Site development, levelling, scrapping & backfilling
  Location: _____

- [ ] Hauling *(Construction materials, office equipment & etc.)*
  From: _____ To: _____

- [ ] Plans, Layouts and Estimates *(Drafting, floor plan/s, material & cost estimate, site inspection and the likes)*

- [ ] Tent installation/s
  Setup Location: _____
  No. of tent: _____
  Tent size: _____

- [ ] Fabrication/s *(new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)*

- [ ] Installation/s *(tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)*

- [ ] Machining works *(lathe, shaper, drill press & etc.)*

- [ ] Landscaping *(Design and Installation)*
  Location/Area covered: _____

- [ ] Other/s *(Specify)* :_____
  _____

Brief Description of Service Request

Filled in by the requesting party after the conduct of service request	
Service Satisfaction	**OVER-ALL RATING**
[ ] 1. Not Satisfied	[ ] 1. - Poor [ ] 2. - Fair
[ ] 2. Slightly Satisfied	[ ] 3. - Good [ ] 4. - Very Good
[ ] 3. Moderately Satisfied	[ ] 5. - Excellent
[ ] 4. Very Satisfied	**Comments & Suggestion**
[ ] 5. Extremely Satisfied	

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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