



## 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 INFORMATIO	ON .			
Filled in by requesting party		Filled in by PPO		
Date filed	November 20, 2023	Date received		
Building/Department		Received by	Name & Signature	
Location	: Epo-FARM	Designation/Position	:	
Requesting party	JEROME O. ARRIBADO	Request Reference Number		
	Name & Signature	Number		
Designation/Position	: Director			
Contact no./Email	i.			
Please check and specify th	e nature of work requested:			
☐ Vehicle Repair	☐ Carpentry 8		ks Heating, Ventilating, Air conditioning & Refrigeration	
☐ Welding Works	✓ Plumbing W	/orks conditio		
Machining works (Lathe, shaper, drill p	Instrumenta & Laborator	tion equipment	specify in the brief description	
	Brief Description of	the Nature of Work Requested		
	y connection and piping in	the Director's comfort ro	om.	
INSPECTION (Filled in b	y PPO Personnel)		FAAA3 FDA43	
Date of Inspection:	Time started:			
☐ In-House Repair ar	nd Maintenance	For Outsourcing Repair and M Estimated h		
Materials/Parts	Manpower Required:	of repair:	The state of the s	
☐ Available	□ Available	Schedule of		
□ Not Available	□ Not Available			
Conducted:		Confirmed:		
PPO Maintenance Personnel/Name & Sign			Name and Signature	
Designation/Position			Designation/Position	
ACCOMPLICITIES				
ACCOMPLISHMENT Filled in by PPO Personnel		Filled in by Requesting Party		
Conducted		Service Satisfaction	OVER ALL RATING	
Date & Time Started	PPO Maintenance Personnel (Name and Signature)	☐ 1. Not Satisfied ☐ 2. Slightly Satisfied ☐ 3. Moderately Satisfied	☐ 1. Poor ☐ 2. Fair ☐ 4. Very ☐ Good	
Date & Time Finished		☐ 4. Very Satisfied ☐ 5. Extremely Satisfied	☐ 5. Excellent	
		Annual control of the	Comments & Suggestion	
Checked	PPO Head/Director (Name and Signature)	Name &Signature	-	
Notes:		Designation/Position		

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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