

OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

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PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party	Filled in by PPO
Date filed : February 28, 20	2022 Date received :
Building/Facility/ House No/ Apartment No./ Department Eco-FARMI	Received by Name & Signature
Location : VSU, Visca Bayba	ay, City Designation/ Position :
Requesting party : DHENBER CLUS	SANTA Maintenance : control number :
Designation/ OIC Director, E Position FARMI	Eco
To be accomplished in three (3) copies Please check and specify the nature of serv	nice request
Audio System (amplifier, speakers and	
microphones)	Tent installation/s
With Lights? Yes No	Setup Location:
Setup Location: No. of tent:	
Date & Time Needed:	
Estimated Duration (hrs):	and other fabrications not considered as repair and
Land preparation, plowing & harrowing	maintenance)
Location/Area covered:	Installation/s (tarpaulin, signage, new lock & knobs &
Estimated passing trip:	other installation not considered as repair and maintenance)
Site development, levelling, scrapping &	° –
backfilling	Machining works (lathe, shaper, drill press & etc.)
Location:	Others (specify): Painting of working table
Hauling (Construction materials, office equipment & etc.)	
From: To:	
Brief Des Painting of cabinet and working tal	scription of Service Request
Service Conducted by Name & S	Signature To be filled by the requesting party after service request conducted
PPO Unit :	Overall Service Satisfaction
Conformed by	1. Not Satisfied
(Requesting Party) : Name & S	Signature 2. Slightly Satisfied
Checked by (PPO Unit Head)	3. Moderately Satisfied 4. Very Satisfied
	Signature 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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