



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ypo.@vsu.edu.ph Website: www.vsu.edu.ph

PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party			Filled in by PPO		
Date filed : March 9, 2022		2022	Date received	\$	
Building/F	acility/				
House No/			Received by		
Apartificiti No./			110000000000000000000000000000000000000	Name /	& Signature
			Designation/	rumo	a oignaturo
Location : HK			Position	:	
	110	Document			
Requesting party : CHARIS B. LIMBO			control number		
Designation	on/ : Director,				
Position					
Dlagge ch	neck and specify the nature of service re	anuest			
Please check and specify the nature of service request Audio System (amplifier, speakers and Text installation/s					
	crophones)		Tent installation/s		
	With Lights? Yes No		Setup Location: _		
S	Setup Location: Date & Time Needed: Estimated Duration (hrs):		No. of tent:		
			Tent size:		
E			Fabrication/s (new cabinets, furniture, metal works and other		
Lar	nd preparation, plowing & harrowing		fabrications not considered as repair and maintenance)		
Lo	ocation/Area covered:			ulin, signage, new lo	
	stimated passing trip:	_		idered as repair and i	,
	e development, levelling, scrapping & ckfilling		Machining works (la	athe, shaper, drill pres	s & etc.)
	ocation:		Landscaping (Desig	gn and Installation)	
	uling (Construction materials, office uipment & etc.)	ocation/Area covered:			
F	rom: To:		Other/s (Specify):_		
Plans, Layouts and Estimates (Drafting, floor					
plan/s, material & cost estimate, site inspection					
and	d the likes)				
Brief Description of Coming Descript					
Brief Description of Service Request					
- Repainting of IHK Roofing					
	Repainting of IHK Classrooms and Com	fort Rooms			
- Repair of the IHK Classrooms Ceiling					
Filled in by the requesting party after the conduct of service request					
Conducted	PPO Personnel	Service	Satisfaction	OVER-AL	L RATING
by:	(Name & Signature)	☐ 1. No	t Satisfied	☐ 1 Poor	☐ 2 Fair
	(Mario & Olgraturo)				
PPO Unit		2. Slig	ghtly Satisfied	☐ 3 Good	4 Very Good
		☐ 3. Mo	derately Satisfied	☐ 5 Excellent	
Observed 0		□ 4 Ve	ry Satisfied	Comments	& Suggestion
/erified by:	PPO Head/Director	_		Comments	a. Juggotalon
	(Name & Signature)	☐ 5. Ex	tremely Satisfied		
		Name and Signature			
		Name and Signature			

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.

Page 1 of 1 FM-PPO-15 v3 02-28-2022