

## 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

1 21 -1 -1 -1 -1	Filled in by PPC	
ate filed : 03/03/20	Date received  Received by	
uilding/Facility/		
ouse No/	Received by	
partment No./ Department	OF Soil Science	Name & Signature
epartment	Designation/	
ocation : Room	Position	:
	about	
: MGEUCA	C. Maintenance control number	•
equesting party	Control Hamber	
esignation/ : Lab Tech	I	
Note:	in a de la Seu BBO unit Hood i	2 /1) for maintenance team
	requesting party, (1) for PPO unit Head &	x (1) for maintenance team
ii. One (1) job request in el iii. Job request control num	her is required.	
iii. Sob request corn or risk		
lease check and specify the nature of w	ork requested	
	☐ Carpentry & Furniture	
☐ Vehicle Repair	Works	Electrical Works
		Heating, Ventilating, Air
☐ Welding Works	☐ Plumbing Works	conditioning & Refrigeration
	☐ Instrumentation	Others (specify):
☐ Machining works	equipment	Cities (specify).
(lathe, shaper, drill press, etc.)	& Laboratory instrument	
	escription of Repair and Malinu	
Installation of light	loubs e Room 117 - DSS	
Installation of hight  Materials/Supplies/Parts:	lands e Room 117 - DSS	□ Not Available
Materials/Supplies/Parts:		
Materials/Supplies/Parts:	Available	☐ Not Available
Materials/Supplies/Parts:  Filled in by PPO personnel  Part/Supplies/Materials		
Materials/Supplies/Parts:	Available	□ Not Available  Estimated hours/days to
Materials/Supplies/Parts:  Filled in by PPO personnel  Part/Supplies/Materials	Available	□ Not Available  Estimated hours/days to
Materials/Supplies/Parts:  Filled in by PPO personnel  Part/Supplies/Materials	Available	□ Not Available  Estimated hours/days to
Materials/Supplies/Parts:  Filled in by PPO personnel  Part/Supplies/Materials	Available	□ Not Available  Estimated hours/days to
Materials/Supplies/Parts:  Filled in by PPO personnel  Part/Supplies/Materials	Available	□ Not Available  Estimated hours/days to
Materials/Supplies/Parts:  Filled in by PPO personnel  Part/Supplies/Materials	Available	☐ Not Available  Estimated hours/days to
Materials/Supplies/Parts:  Filled in by PPO personnel  Part/Supplies/Materials	Available	□ Not Available  Estimated hours/days to
Materials/Supplies/Parts:  Filled in by PPO personnel Part/Supplies/Materials Required	Manpower Requirement	□ Not Available  Estimated hours/days to
Materials/Supplies/Parts:  Filled in by PPO personnel Part/Supplies/Materials Required	Available	Not Available      Estimated hours/days to finished
Materials/Supplies/Parts:  Filled in by PPO personnel Part/Supplies/Materials Required	Manpower Requirement  Checked	Estimated hours/days to finished  Approved by:

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-0() v2 01-15-2021

40