



## PHYSICAL PLANT SERVICE REQUEST FORM

### REQUEST INFORMATION

*Filled in by requesting party*

Date filed : May 30, 2023  
Building/Department : DEPARTMENT OF PURE AND APPLIED CHEMISTRY  
Location : DOPAC  
Requesting party : ELIZABETH S. QUEVEDO  
Designation/Position : Name & Signature  
Contact no./Email : DoPAC HEAD

*Filled in by PPO*

Date received :  
Received by : Name & Signature  
Designation/Position :  
Request Reference :  
Number :

*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: \_\_\_\_\_  
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

**Creates Frame for Laboratory Organizational Tarpaulin and installation of the said tarp in the department.**

### ACCOMPLISHMENT

*Filled in by PPO Personnel*

Conducted by : PPO Maintenance Personnel  
(Name and Signature)  
Date & Time Started :  
Date & Time Finished :  
Checked & verified : PPO Head/Director  
(Name and Signature)

Notes:

*Filled in by Requesting Party*

#### Service Satisfaction

- ☐ 1. Not Satisfied  
☐ 2. Slightly Satisfied  
☐ 3. Moderately Satisfied  
☐ 4. Very Satisfied  
☐ 5. Extremely Satisfied

#### OVER ALL RATING

- ☐ 1. Poor ☐ 2. Fair  
☐ 3. Good ☐ 4. Very Good  
☐ 5. Excellent

#### Comments & Suggestion

Name & Signature

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.