



## **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 INFORMATION				
Filled in by requesting party		Filled in by PPO		
Date filed	: October 13, 2023	Date received	4	
Building/Department	Advanced Research and Innovation Center	Received by	Name & Signature	
Location	: 2 <sup>nd</sup> floor	Designation/Position	:	
Requesting party	MAI THERESA P. LORETO  Name & Signature	Request Reference Number	:	
Designation/Position	: Director, ARI Center			
Contact no./Email : mtploreto@vsu.edu.ph				
Please check and specify the nature of work requested:				
☐ Vehicle Repair	☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works			
☐ Welding Works	☐ Plumbing Works ☐ Heating, Ventilating, Air conditioning & Refrigeration			
☐ Machining works ☐ Instrumentation equipment (Lathe, shaper, drill press, etc.) ☐ Others (specify in the brief description below) ☐ Others (specify in the brief description below)				
Brief Description of the Nature of Work Requested				
Repair Ceiling  Note: Please paint the ceiling if repair is done.				
INSPECTION (Filled in by PPO Personnel)				
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]				
☐ In-House Repair and Maintenance ☐ For Outsourcing Repair and Maintenance  Materials/Ports ☐ Estimated hours/days				
	Manpower Required:	of repair:		
☐ Available ☐ Not Available	□ Available □ Not Available	Schedule	Schedule of repair:	
Conducted: Confirmed: PPO Maintenance Personnel/Name & Sign Name and Signature				
Designation/Position Designation/Position		Designation/Position		
ACCOMPLISHMENT				
Filled in by PPO Personnel		Filled in by Requesting Party		
Conducted : PP	O Maintenance Personnel	Service Satisfaction	OVER ALL RATING	
Date & Time Started Date & Time	(Name and Signature)	☐ 1. Not Satisfied ☐ 2. Slightly Satisfied ☐ 3. Moderately Satisfied ☐ 4. Very Satisfied	□ 1. Poor □ 2. Fair □ 3. Good □ 4. Very Good □ 5. Excellent	
Finished .		☐ 5. Extremely Satisfied	Comments & Suggestion	
Checked	PPO Head/Director (Name and Signature)	Name &Signature	- Johnson & Baggestion	
Notes:	(amo dire dignature)			
		Designation/Position		

Vision:

Mission:

A globally competitive university for science, technology, and environmental

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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