



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

REQUEST INFORMATION			
Filled in by requesting party		Filled in by PPO	
Date filed	: March 20, 2023	Date received :	
Building/Department	: Cash Office	Received by	
Location	: Admin Building	Designation/Position : Name & Signature	
Requesting party	: Queen-Ever Y. Atupan Name & Signature	Request Reference : Number	
Designation/Position	: Head, Cash Office		
Contact no./Email	:		
Please check and specify the nature of work requested:			
☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works			
☐ Welding Works	☐ Plumbing Works ☐ Heating, Ventilating, Air conditioning & Refrigeration		
☐ Machining works (Lathe, shaper, drill press, etc.) ☐ Instrumentation equipment & Laboratory instrument ☐ Others (specify in the brief description below)			
Brief Description of the Nature of Work Requested			
Removal of cubicle doors.			
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/Parts	Manpower Required:	Estimated houseldone	
☐ Available	☐ Available	Schedule of repair:	
□ Not Available	□ Not Available		
Conducted: Confirmed:			
PPO Maintenance Personnel/Name & Sign		Name and Signature	
	Designation/Position	Designation/Position	
ACCOMPLISHMENT			
Filled in by PPO Personnel Filled in by Requesting Party			
Conducted ,		Service Satisfaction OVER ALL RATING	
by PF	O Maintenance Personnel (Name and Signature)	☐ 1. Not Satisfied ☐ 1. Poor ☐ 2. Fair	
Date & Time :	(Ivarile and Signature)	☐ 1. Not Satisfied ☐ 1. Poor ☐ 2. Fair ☐ 4. Very ☐ 3. Moderately Satisfied ☐ 3. Good ☐ Good	
Date & Time Finished		☐ 4. Very Satisfied ☐ 5 Excellent	
rillisited		5. Extremely Satisfied Comments & Suggestion	
Checked —		Comments & ouggestion	
&verified :	PPO Head/Director (Name and Signature)	Name &Signature	
710.00.		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.

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