



VISAYAS
STATE UNIVERSITY



OFFICE OF THE DIRECTOR FOR
PHYSICAL PLANT
Visca, Baybay City, Leyte, PHILIPPINES
Tel/fax: 1041 (LOCAL)
Email: www.ppo.@vsu.edu.ph
Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed	May 23, 2022
Building/Facility/	NARC
House No/	
Apartment No./	
Department	
Location	
Requesting party	LUZ O. MORENO
Name & Signature	
Designation/	Project Leader
Position	

Filled in by PPO	
Date received	
Received by	
Designation/	
Position	
Maintenance	
control number	
Name & Signature	

Please check and specify the nature of work requested	
☐ Vehicle Repair	☐ Carpentry & Furniture Works
☐ Welding Works	☒ Plumbing Works
☐ Machining works	☐ Instrumentation equipment
(lathe, shaper, drill press, etc.)	
☐ Electrical Works	☐ Heating, Ventilating, Air conditioning & Refrigeration
☐ Others (specify):	☐ Repair and inspection

Brief Description of Repair and Maintenance	
Inspection and repair of leaking water pipes in all laboratories in the 2 nd floor @ new NARC building	

Filled in by PPO personnel	
Part/Supplies/Materials Required	
Manpower Requirement	
Estimated hours/days to finished	

Conducted by:	
PPO Personnel	(Name & Signature)
PPO Unit	
Checked & Verified by:	PPO Head
	(Name & Signature)
Service Satisfaction	
OVER-ALL RATING	
Comments & Suggestion	
Name and Signature	

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

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

Filled in by the requesting party after the conduct of repair and maintenance