



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph

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PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party				Filled in by PPO		
Date filed : July 27, 2022			022	Date received	:	
Building/Facili	ty/	•				
House No/				Received by		
Apartment No./ Department					Name	e & Signature
Demo Farm			Eco-	Designation/		
Location : FARM			The second second	Position	÷	
Pro-			1			
Requesting party : Reynante G. Mis		capanas	Document control number	,		
	ar cy					
Designation/ SRA, In-cha Position Vermiculture						
Position		vermiculture	Project			
Please check and specify the nature of service request						
Audio System (amplifier speakers and						
microphones)						
With	Lights? Yes	No		Setup Location:		
Setup Location: Date & Time Needed:				No. of tent: Tent size:		
Estimated Duration (hrs): Fabrication/s (new cabinets, furniture, metal works and						
		sidered as repair ar				
	reparation, plowir					
Location/Area covered: Installation/s (tarpaulin, signage, new lock & F						
Estimated passing trip:				installation not considered as repair and maintenance)		
Site de	velopment, levell	ing, scrapping &		Machining works (lether shapes drill proce P etc.)		
backfill		0. 11 0	Machining works (lathe, shaper, drill press & etc.)			
Loca	tion:			Landscaping (Design and Installation)		
	(Construction m	naterials, office	Location/Area cover	ocation/Area covered:		
	nent & etc.)	54 DAU D				
From: DAS To: Eco-FARMI, Demo Farm Other/s (Specify):						
Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection						
and the likes)						
Brief Description of Service Request						
Hauling of Cow Manure from Department of Animal Science to Eco-FARMI Demo Farm on August 2, 2022						
						=
Filled in by t				ne requesting party after the conduct of service request		
Conducted		Service Satisfaction		OVER-ALL RATING		
by:	PPO Pe		☐ 1. N	ot Satisfied	☐ 1 Poor	☐ 2 Fair
) = ((Name & S	Signature)			□ 1 Poor	
PPO Unit			2. S	lightly Satisfied	☐ 3 Good	4 Very Good
			□ 3. M	oderately Satisfied	☐ 5 Excellent	
Checked &		□ 4. V	ery Satisfied		te & Suggestion	
Verified by:	PPO Head	d/Director	_	Extremely	Commen	ts & Suggestion
	(Name & S			atisfied		
			Name and Signature			
						Page 1 of 1

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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