



## 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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## REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party			Filled in by PPC		
Date filed : June 6, 2022			Date received	:	
Building/Facility/ House No/ Apartment No./ Department			Received by	Nan	ne & Signature
Location : VSU, Visca, Baybay Leyte			Designation/ Position	:	
Requesting party : JEROMEO ARRIBADO  Name & Signature			Maintenance control number	:	
Designation/ Position	:				
Please check and	specify the nature of wo			_	
☐ Vehicle Repair ☐ Carpentry & F			& Furniture Works	☐ Electrical W	
☐ Welding Works ☐ Plumbing Wo			Works	Heating, Ve	ntilating, Air & Refrigeration
☐ Machining w		☐ Instrume	tation equipment	Others (spe	
(lathe, shaper, drill press, etc.) & Laboratory instrument					
Materials/Supp	lies/Parts:	☐ Available		☐ Not Availa	able
		<b>Brief Description</b>	of Repair and Maintena	ince	
Mainte	nance of Air-condition	ning unit of Eco-FAF	MI.		
Filled in by PPC	) personnel				
Part/Supplies/Materials Required Ma		Manpow	er Requirement	Estimated hours/days to finished	
					5
		Filled	n by the requesting party at	ter the conduct of rep	air and maintenance
Conducted -	PPO Personnel		Service Satisfaction	OVER-ALL RATING	
by:	(Name & Signa	A STATE OF THE PARTY OF THE PAR	. Not Satisfied	☐ 1 Poor	☐ 2 Fair
PPO Unit	PPO Head (Name & Signature)		. Slightly Satisfied	☐ 3 Good	☐ 4 Very Good
_					□ 4 Very Good
Checked &			3. Moderately Satisfied 4. Very Satisfied 5. Extremely Satisfied	☐ 5 Excellent	
Verified by:				Comments & Suggestion	
			. Extremely Satisfied	4	
		1			
			Name and Signature		

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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