



## PHYSICAL PLANT SERVICE REQUEST FORM

### REQUEST INFORMATION

*Filled in by requesting party*

Date filed : August 6, 2024

Building/Department : Dept. of Economics

Location : Upper Campus

Requesting party : ZYRA MAY H. CENTINO

Designation/Position : Name &amp; Signature

Designation/Position : Head, DoEcon

Contact no./Email :

*Filled in by PPO*

Date received :

Received by

Name &amp; Signature

Designation/Position :

Request Reference Number :

Please check and specify the nature of service request

☐ Audio System (amplifier, speakers and microphones)

With Lights? Yes. \_\_\_ No. \_\_\_

Setup Location:

Date &amp; Time Needed:

Estimated Duration (hrs):

☐ Land preparation, plowing & harrowing

Location/Area covered:

Estimated passing trip:

☐ Site development, levelling, scrapping & backfilling

Location:

☐ Hauling (Construction materials, office equipment & etc.)

From: To:

☐ Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)

☐ Tent installation/s

Setup Location:

No. of tent:

Tent size:

☐ Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)

☐ Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)

☐ Machining works (lathe, shaper, drill press & etc.)

☐ Landscaping (Design and Installation)

Location/Area covered:

☐ Other/s (Specify):

### Brief Description of Service Request

Installation of glass board. (Urgent!!!)

### ACCOMPLISHMENT

*Filled in by PPO Personnel*

 Conducted by : PPO Maintenance Personnel  
(Name and Signature)

Date &amp; Time Started :

Date &amp; Time Finished :

 Checked & verified : PPO Head/Director  
(Name and Signature)

Notes:

*Filled in by Requesting Party*

#### Service Satisfaction

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

#### OVER ALL RATING

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

#### Comments & Suggestion

Name &amp; Signature

Designation/Position