



## PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

Telefax: 1041(LOCAL)
Email: www.ppo.@vsu.edu.ph
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## PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATIO	N				
Filled in by requesting party			Filled in by PPO		
Date filed	: March 18, 2025		Date received	:	
			The second secon		
Building/Department	: ISRDS		Received by		
Building/Department	. 13103	1	Neceived by	Nama & Cianatura	
				Name & Signature	
Location	: VSU, Visca, Baybay City		Designation/Position	:	
	- Comments				
Requesting party	LILIAN B. NUNEZ-		Request Reference	:	
Requesting party	Name & Signature		Number		
Designation/Desition					
Designation/Position	: Director				
Contact no./Email	:				
Please check and specify	the nature of service request				
Audio System(am	plifier, speakers and		Tank in stallation /s	1	
microphones)			Tent installation/s		
With Lights? Ye	es. No.		Setup Location:		
Setup Location:		No. of tent:			
Setup Location: Date & Time Needed:		Tent size:			
Estimated Duration (hrs):			Enhrication/s (now sobject	ts, furniture, metal works and other	
Land preparation, plowing & harrowing fabrications not considered as repair and main				as repair and maintenance)	
Location/Area covered:			Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)		
Estimated passing trip:					
Site development levelling acronning?					
Site development, levelling, scrapping & Machining works (lathe, shaper, drill press & etc.)  Machining works (lathe, shaper, drill press & etc.)				per, drill press & etc.)	
Location: Landscaping (Design and Installation)					
Hauling (Construction materials, office					
equipment & etc.)			Location/Area covered:		
From: To:			Other/s (Specify) :		
Plans, Layouts and Estimates ( <i>Drafting, floor</i>					
plan/s, material & cost estimate, site inspection and the likes)					
Brief Description of Service Request					
Brief Description of Service Request					
Installation of new lock & knobs at the ISRDS stockroom.					
Installation of new lock & knobs at the lockby stockhoom					
<u> </u>					
ACCOMPLISHMENT					
Filled in by PPO Personnel	1 Landar Change a Feer S	Fi	lled in by Requesting Party		
62-66 U 12.5.1	. The triplement on the		Coming Catiofostics	OVER ALL RATING	
Conducted by :	PPO Maintenance Personnel	111	Service Satisfaction	OVER ALL RATING	
lowet each it is a sil	(Name and Signature)		1. Not Satisfied	☐ 1. Poor ☐ 2. Fair	
was a companies of the control of the	(Ivame and Signature)		The second of th	4. Very Good	
Date & Time			The second secon	☐ 3. Good	
Started		1 1	Moderately Satisfied		
Date & Time	- a series of the series of th		4. Very Satisfied	☐ 5. Excellent	
Finished			<ol><li>5. Extremely Satisfied</li></ol>	LICENSTON CONTRACTOR	
				Comments & Suggestion	
Checked				I debine or engles as	
&verified :	PPO Head/Director			and the state of t	
GVGIIIIGU	(Name and Signature)		Name &Signature	3 4 20 5 7 8 9 7 1 1 1	
Notes:				in relity he was	
		_	Decimation/Decition	-	
60 1000 c. 1mp	engangga at Athania	-	Designation/Position		
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