



## PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION	
<i>Filled in by requesting party</i>	
Date filed :	March 18, 2025
Building/Department :	ISRDS
Location :	VSU, Visca, Baybay City
Requesting party :	LILIAN B. NUÑEZ <i>for.</i>
Designation/Position :	Name & Signature
Contact no./Email :	Director
<i>Filled in by PPO</i>	
Date received :	
Received by :	Name & Signature
Designation/Position :	
Request Reference Number :	

*Please check and specify the nature of service request*

<input type="checkbox"/> Audio System (amplifier, speakers and microphones) With Lights? Yes. ___ No. ___ Setup Location: _____ Date & Time Needed: _____ Estimated Duration (hrs): _____	<input type="checkbox"/> Tent installation/s Setup Location: _____ No. of tent: _____ Tent size: _____
<input type="checkbox"/> Land preparation, plowing & harrowing Location/Area covered: _____ Estimated passing trip: _____	<input type="checkbox"/> Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)
<input type="checkbox"/> Site development, levelling, scrapping & backfilling Location: _____	<input checked="" type="checkbox"/> Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)
<input type="checkbox"/> Hauling (Construction materials, office equipment & etc.) From: _____ To: _____	<input type="checkbox"/> Machining works (lathe, shaper, drill press & etc.)
<input type="checkbox"/> Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)	<input type="checkbox"/> Landscaping (Design and Installation) Location/Area covered: _____
	<input type="checkbox"/> Other/s (Specify) : _____

**Brief Description of Service Request**

Installation of new lock & knobs at the ISRDS stockroom..

ACCOMPLISHMENT	
<i>Filled in by PPO Personnel</i>	
Conducted by :	PPO Maintenance Personnel (Name and Signature)
Date & Time Started :	
Date & Time Finished :	
Checked & verified :	PPO Head/Director (Name and Signature)
Notes:	
<i>Filled in by Requesting Party</i>	
<b>Service Satisfaction</b>	<b>OVER ALL RATING</b>
<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. Poor <input type="checkbox"/> 2. Fair
<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. Good <input type="checkbox"/> 4. Very Good
<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. Excellent
<input type="checkbox"/> 4. Very Satisfied	
<input type="checkbox"/> 5. Extremely Satisfied	
	<b>Comments &amp; Suggestion</b>
Name & Signature	
Designation/Position	