



### PHYSICAL PLANT SERVICE REQUEST FORM

#### REQUEST INFORMATION

*Filled in by requesting party*

Date filed : Oct. 16, 2025

Building/Department : Dept. of Economics

Location : Upper Campus

Requesting party : **LEMUEL S. PRECIADOS**  
Name & Signature

Designation/Position : Head, DOE

Contact no./Email : 1024

*Filled in by GenSO*

Date received :

Received by :

Name & 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 & Time Needed: \_\_\_\_\_

Estimated Duration (hrs): \_\_\_\_\_

☐ Tent installation/s

Setup Location: \_\_\_\_\_

No. of tent: \_\_\_\_\_

Tent size: \_\_\_\_\_

☐ 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)

☐ 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

1. Material estimate for the installation of blinds, tv and aircons in the classroom.

#### ACCOMPLISHMENT

*Filled in by GenSO Personnel*

Conducted by : GenSO Maintenance Personnel  
(Name and Signature)

Date & Time  
Started :

Date & Time  
Finished :

Checked & verified : GenSO 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 & Signature

Designation/Position