



REPAIR AND MAINTENANCE REQUEST

| Filled in by requesting party | |
|---|------------------------|
| Date filed | : January 18, 2022 |
| Building/Facility/ House No/ Apartment No./ Department | : Eco- FARM I |
| Location | : GISSU Office |
| Requesting party | : Dr. Pastor P. Garcia |
| Designation/ Position | : Associate Professor |

| Filled in by PPO | |
|-------------------------------|--------------------|
| Date received | : |
| Received by | : Name & Signature |
| Designation/ Position | : |
| Maintenance control number | : |

Note:

- Three (3) copies: (1) for requesting party, (1) for PPO unit Head & (1) for maintenance team
- One (1) job request in every of PPO unit
- Job request control number is required.

Please check and specify the nature of work requested

- ☐ Vehicle Repair
- ☐ Welding Works
- ☐ Machining works
(lathe, shaper, drill press, etc.)

- ☐ Carpentry & Furniture
Works
- ☐ Plumbing Works
- ☐ Instrumentation
equipment
& Laboratory instrument

- ☐ Electrical Works
- ☐ Heating, Ventilating, Air
conditioning & Refrigeration
- ☒ Others (specify):

Hp Officejet printer repair

Brief Description of Repair and Maintenance

Materials/Supplies/Parts:

☐ Available

☐ Not Available

Filled in by PPO personnel

| Part/Supplies/Materials Required | Manpower Requirement | Estimated hours/days to finished |
|-------------------------------------|----------------------|-------------------------------------|
| | | |
| | | |
| | | |
| | | |

Inspected
by:

PPO Maintenance

Checked
& Verified
by:

PPO Unit Head

Approved
by:

PPO Director