

## OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

## REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	Filled in by PP	0
Date filed : January	/ 18, 2022 Date received	:
Building/Facility/	FARMI Received by	Name & Signature
Location : GISS	U Office Designation/	:
Requesting party : Dr. Pasto	or P. Garciar Maintenance control number	:
Designation/ : Associate	e Professor	
Note: i. Three (3) copies: (1) for note iii. One (1) job request in even iii. Job request control numb		(1) for maintenance team
Please check and specify the nature of w	vork requested	
☐ Vehicle Repair	☐ Carpentry & Furniture Works	☐ Electrical Works
☐ Welding Works	☐ Plumbing Works	Heating, Ventilating, Air conditioning & Refrigeration
☐ Machining works (lathe, shaper, drill press, etc.)	☐ Instrumentation equipment & Laboratory instrument	<ul><li>✓ Others (specify):</li><li>Hp Officejet printer repair</li></ul>
	a Eaboratory Instrument	Tip Officejet printer repair
Brief De	escription of Repair and Mainte	enance
Materials/Supplies/Parts:	☐ Available	☐ Not Available
Filled in by PPO personnel		
Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished
Inspected by:	Checked & Verified	Approved by:

Vision:

A globally competitive university for science, technology, and environmental

Mission:

conservation.

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1 FM-PPO-09 v2 01-15-2021