



## PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party		Filled in by PPO	
Date filed	: April 27, 2022	Date received	:
Building/Facility/House No/ Apartment No./ Department	: Institute of Human Kinetics	Received by	: Name & Signature
Location	: IHK	Designation/ Position	:
Requesting party	: <b>EDILBERTO A. ARTIGA, JR. II</b>	Document control number	:
Designation/Position	: Univ. Sports Facilities Coordinator		

### 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 checked="" 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 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 checked="" type="checkbox"/> Other/s (Specify) : <u>Repainting of the Upper Campus Oval Stage</u>

### Brief Description of Service Request

- Repainting of the Upper Campus Oval Stage

(Purpose: For VSU Anniversary Fun Run on May 2, 2022 at 5:00am)

Conducted  
by:

PPO Personnel  
(Name & Signature)

PPO Unit

Checked &  
Verified by:

PPO Head/Director  
(Name & Signature)

### Filled in by the requesting party after the conduct of service request

Service Satisfaction	OVER-ALL RATING
<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	<b>Comments &amp; Suggestion</b>
<input type="checkbox"/> 5. Extremely Satisfied	
<b>Name and Signature</b>	

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.