



PHYSICAL PLANT OFFICE

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PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION .			
Filled in by requesting party		Filled in by PPO	
Date filed :Jan.	8, 2025	Date received	:
Building/Department :		Received by	
D	ept. of Economics		Name & Signature
Location :	Upper Campus	Designation/Position	:
- the		- Doorginations contain	
Requesting party :	JELS: PRECIADOS	Request Reference	1
Name & Signature		Number	
Designation/Position : Head, DoEcon			
Contact no./Email :			
Please check and specify the nature of service request			
Audio System(amplifier, spe	eakers and microphones)	Tent installation/s	
With Lights? Yes N		Setup Location:	
Setup Location:		No. of tent:	
Date & Time Needed: Tent size:			
Estimated Duration (hrs): Fabrication/s (new cabinets, furniture, metal works and oth			
Land preparation, plowing & harrowing fabrications not considered as repair and maintenance)			lered as repair and maintenance)
Location/Area covered: Installation/s (tarpaulin, signage, new lock & knobs & oth			
Estimated passing trip:			ered as repair and maintenance)
Site development, levelling, scrapping & backfilling Machining works (lathe, shaper, drill press & etc.)			7. The same of the
Location: Landscaping (Design and Installation)			
Hauling (Construction materials, office equipment & Location/Area covered:			
From: To: Other/s (Specify) :			
Plans, Layouts and Estimates (Drafting, floor plan/s,			
material & cost estimate, site inspection and the likes)			
Brief Description of Service Request			
Sealing of broken room window glass with plywood. (Urgen!!!)			
ACCOMPLISHMENT			
Filled in by PPO Personnel		Filled in by Requesting Party	
		C	OVER ALL DATING
Conducted by : PRO Mainta	nance Personnel	Service Satisfaction	OVER ALL RATING
PPO IVIAIITIE		☐ 1. Not Satisfied	☐ 1. Poor ☐ 2. Fair
Date & Time		☐ 2. Slightly Satisfied	
Started		☐ 3. Moderately Satisfied	☐ 3. Good ☐ 4. Very Good
Date & Time		☐ 4. Very Satisfied	
Finished		☐ 5. Extremely Satisfied	☐ 5. Excellent
		J. Listing California	Comments & Suggestion
Checked : PPO H	ead/Director		
Xverified	and Signature)	Name &Signature	
Notes:			
	-	Designation/Position	
	" -	Designation/Fusition	

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.

Page 1 of 1 FM-PPO-15 V01 01-20-2023