

OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

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REPAIR AND MAINTENANCE REQUEST

Date filed : February 1	4 2022	1	
Duilding/English/	4, 2022	Date received	:
Building/Facility/ ADVANCE	:D		
House No/ RESEARC	H AND	Received by	
Apartment No./ INNOVAT	ON CENTER	. 1000.1100.29	N 0 0:
Department			Name & Signature
₋ocation : VSU UPPI	ER CAMPUS	Designation/ Position	:
		Position	
JO JANE I	ATOK	Maintenance	:
Requesting party · 30 3ANE i	J. ATOK	control number	
Danismatian /			
Designation/ Position : INSTRUC	TOR		
Note:			
	or requesting party, (1) for PPO unit Head a	& (1) for maintenance team
ii. One (1) job request in	every of PPO unit		
iii. Job request control nu	mber is required.		
Places shoot and analytha nature of	work requested		
Please check and specify the nature of			
☐ Vehicle Repair	/ehicle Repair ☐ Carpentry & Furniture		☐ Electrical Works
— топполоттораш	Works		
☐ Welding Works	☐ Plumb	ing Works	☐ Heating, Ventilating, Air
		· ·	conditioning & Refrigeration
☐ Machining works		mentation •	☐ Others (specify):
(lathe shaper drill press etc.) equipme		oratory instrument	
	Q Lab	bratory matrument	-
Priof C	oscription of D	onair and Mainte	unanco
		epair and Mainte	
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Disconnection of the electric line a by the repairman.	ind removal of fluo	rescent lights for th	e repair of the ceiling as advised
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A globally competitive university for science, technology, and environmental Vision:

Development of a highly competitive human resource, cutting-edge scientific knowledge Mission:

and innovative technologies for sustainable communities and environment.

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