

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 : Octobe	r 21, 2022	Date received	:	
Building/Facility/				
House No/ . FCO-FARMI		Received by		
Apartment No./	7 11 (17)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Name	e & Signature
Department		Designation/	ivaille	a Signature
Location : Eco-FA	RMI Office	Designation/ Position	:	
	Juh/			
· Jerome	O. Arribado	Maintenance	:	
Requesting party . — 30101116	0.74110440	control number	-	
Designation/				
Position : Fa	aculty			
Note:				
i. Three (3) copies: (1) fo	r requesting party, (1	1) for PPO unit Head &	& (1) for maintenar	nce team
ii. One (1) job request in o				
m. Oob request control than	nbor to regamed.			
Please check and specify the nature of	work requested			
	☐ Carpe	ntry & Furniture	Z Electrical	Works
☐ Vehicle Repair	Works	and y ar annual o		
□ \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	C Diversity	in a Manda	☐ Heating, V	entilating, Air
☐ Welding Works ☐ Plum		oing Works		ng & Refrigeration
☐ Machining works	☐ Instru	mentation	Others (sp	ecify).
(lathe, shaper, drill press, etc.)	equipmen		Li Others (sp	Cony).
(lattle, shaper, unit press, etc.)	& Lab	oratory instrument		
Brief D	escription of R	epair and Mainte	nance	
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Brief D Transfer of electric breaker.	escription of R	epair and Mainte	nance	
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Transfer of electric breaker.				: Available
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Transfer of electric breaker. Materials/Supplies/Parts: Filled in by PPO personnel Part/Supplies/Materials Required Inspected	☐ Availab Manpower	le	Estimated fir	hours/days to