



PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION

Filled in by requesting party

Date filed : Nov. 23, 2023

Building/Department : NSTP

Location : Lower Oval

Requesting party : Joy A. Bellen
Name & Signature

Designation/Position : NSTP Director

Contact no./Email :

Filled in by PPO

Date received :

Received by

Name & Signature

Designation/Position :

Request Reference
Number

Please check and specify the nature of service request

- ☒ Audio System (amplifier, speakers and microphones)
With Lights? Yes. No. ☒
Setup Location: VSU Lower Oval Stage
Date & Time Needed: Nov. 26, 2023
Estimated Duration (hrs): 5 hrs

- ☐ Land preparation, plowing & harrowing
Location/Area covered: _____
Estimated passing trip: _____

- ☐ Site development, levelling, scrapping & backfilling
Location: _____

- ☐ Hauling (Construction materials, office equipment & etc.)

From: _____ To: _____

- ☐ Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)

- ☐ Tent installation/s

Setup Location: _____

No. of tent: _____

Tent size: _____

- ☐ Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)

- ☐ Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)

- ☐ Machining works (lathe, shaper, drill press & etc.)

- ☐ Landscaping (Design and Installation)

Location/Area covered: _____

- ☐ Other/s (Specify) : _____

Brief Description of Service Request

Sound system needed for the ROTC Evaluation by the ARESCOM PA.

ACCOMPLISHMENT

Filled in by PPO Personnel

Conducted by : _____
PPO Maintenance Personnel
(Name and Signature)

Date & Time
Started :

Date & Time
Finished :

Checked & verified : _____
PPO Head/Director
(Name and Signature)

Notes:

Filled in by Requesting Party

Service Satisfaction

- ☐ 1. Not Satisfied
☐ 2. Slightly Satisfied
☐ 3. Moderately Satisfied
☐ 4. Very Satisfied
☐ 5. Extremely Satisfied

OVER ALL RATING

- ☐ 1. Poor ☐ 2. Fair
☐ 3. Good ☐ 4. Very Good
☐ 5. Excellent

Comments & Suggestion

Name & Signature

Designation/Position

Vision: A globally competitive university for science, technology, and environmental conservation.

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