



## OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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## REPAIR AND MAINTENANCE REQUEST

PPO Personnel (Name & Signature)  1. Not Satisfied  1 Poor  2 Fair  2. Slightly Satisfied  3 Good  4 Very Good  Checked &	Filled in by requesti	ng party		Filled in by PPC	)			
House No/ Apartment No. / Eco-FARMI Department Location : VSU, Visca, Baybay Leyte Requesting party : MARE_JEM VILLAREMO Name & Signature  Designation/ Position  Please check and specify the nature of work requested  Vehicle Repair   Carpentry & Furniture Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):  Welding Works   Instrumentation equipment   Alaboratory instrument   Not Available  Brief Description of Repair and Maintenance  Repair of clogged drainage in the male restroom at Eco-FARMI.  Part/Supplies/Materials Required   Manpower Requirement   Estimated hours/days to finished  Filled in by PPO personnel   Not Available   Service Satisfied   1 Poor   2 Fair   2. Slightly Satisfied   3 Good   4 Very Good   5 Excellent   Comments & Suggestion   Comments & Sugg				Date received	:			
Position	House No/ Apartment No./	: Eco-FAF	RMI		-	Name 8	Signature	
Requesting party : MARKELEN A VILLAREMO Name & Signature  Designation/ Position  Please check and specify the nature of work requested  Vehicle Repair  Welding Works  Machining works  Instrumentation equipment (lathe, shaper, drill press, etc.)  Prestrict Description of Repair and Maintenance  Repair of clogged drainage in the male restroom at Eco-FARMI.  Prilled in by PPO personnel Part/Supplies/Materials Required  Manpower Requirement  Estimated hours/days to finished  Filled in by the requesting party after the conduct of repair and maintenance  Not Available  Filled in by the requesting party after the conduct of repair and maintenance  Conducted  OVER-ALL RATING  Not Satisfied  Service Satisfaction  OVER-ALL RATING  1. Not Satisfied  Service Satisfaction  Service Satisfaction  OVER-ALL RATING  1 Poor	Location	: VSU, Visca, Ba	ybay Leyte		;			
Please check and specify the nature of work requested   Vehicle Repair   Carpentry & Furniture Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Others (specify):   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Others (specify):   Plumbing Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Others (specify):   Plumbing Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Others (specify):   Plumbing Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Others (specify):   Plumbing Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Plumbing Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Plumbing Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Plumbing Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Plumbing Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Plumbing Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Plumbing Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Plumbing Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Plumbing Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Plumbing Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Plumbing Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Plumbing Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Plumbing Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Plumbing Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):   Plumbing Works   Heating, Ventilation   Plumbing Works   Heating, Ventilation   Others (s		Name & Signature			:			
Please check and specify the nature of work requested   Carpentry & Furniture Works   Electrical Works   Heating, Ventillating, Air conditioning & Refrigeration   Others (specify):   Heating, Ventillating, Air conditioning & Refrigeration   Others (specify):   Machining works   Instrumentation equipment   & Laboratory instrument   Others (specify):     Waliable   Not Available   Not Available     Not Available		*						
□ Vehicle Repair       □ Carpentry & Furniture Works       □ Electrical Works         □ Welding Works       □ Instrumentation equipment & Laboratory instrument       □ Others (specify):         □ Matchining works (lathe, shaper, drill press, etc.)       □ Available       □ Not Available         Brief Description of Repair and Maintenance         Repair of clogged drainage in the male restroom at Eco-FARMI.         Filled in by PPO personnel         Part/Supplies/Materials Required       Manpower Requirement       Estimated hours/days to finished         Conducted by:       PPO Personnel (Name & Signature)       Service Satisfaction       OVER-ALL RATING         □ 1. Not Satisfied       □ 1 Poor       □ 2 Fair         □ 2. Slightly Satisfied       □ 3 Good       □ 4 Very Good         □ 3. Moderately Satisfied       □ 5. Excellent         Comments & Suggestion	Position				_			
□ Vehicle Repair       □ Carpentry & Furniture Works       □ Electrical Works         □ Welding Works       □ Instrumentation equipment & Laboratory instrument       □ Others (specify):         □ Matchining works (lathe, shaper, drill press, etc.)       □ Available       □ Not Available         Brief Description of Repair and Maintenance         Repair of clogged drainage in the male restroom at Eco-FARMI.         Filled in by PPO personnel         Part/Supplies/Materials Required       Manpower Requirement       Estimated hours/days to finished         Conducted by:       PPO Personnel (Name & Signature)       Service Satisfaction       OVER-ALL RATING         □ 1. Not Satisfied       □ 1 Poor       □ 2 Fair         □ 2. Slightly Satisfied       □ 3 Good       □ 4 Very Good         □ 3. Moderately Satisfied       □ 5. Excellent         Comments & Suggestion								
Welding Works	Please check and specify the nature of work requested							
Welding Works	☐ Vehicle Repair		☐ Carpentry & F	Furniture Works		Electrical Works		
Maching works   Instrumentation equipment & Laboratory instrument   Others (specify):		rks		Heating, Ventila	ting, Air			
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Available								
Brief Description of Repair and Maintenance	(latile, shaper, utili press, etc.) a caboratory institution							
Brief Description of Repair and Maintenance								
Repair of clogged drainage in the male restroom at Eco-FARMI.  Filled in by PPO personnel Part/Supplies/Materials Required	Materials/Supplies/Parts:  Available   Not Available							
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Filled in by PPO personnel Part/Supplies/Materials Required  Manpower Requirement  Estimated hours/days to finished  Filled in by the requesting party after the conduct of repair and maintenance  Service Satisfaction  PPO Unit  PPO Unit  Checked & Verified by:  PPO Head (Name & Signature)  Service Satisfied  1. Not Satisfied  1. Poor 2. Fair 3. Good 4. Very Good 5. Extremely Satisfied  Comments & Suggestion	Repair of cloqued d	rainage in the male restr	nom at Eco-FAR	МІ				
Part/Supplies/Materials Required  Manpower Requirement  Estimated hours/days to finished  Filled in by the requesting party after the conduct of repair and maintenance  Service Satisfaction  OVER-ALL RATING  1. Not Satisfied  1. Poor  2. Slightly Satisfied  3. Good  4. Very Good  Satisfied  1. Very Satisfied  5. Extremely  Satisfied  Comments & Suggestion	Repair of diogged drainage in the male restroom at Eco-i Artivii.							
Part/Supplies/Materials Required  Manpower Requirement  Estimated hours/days to finished  Filled in by the requesting party after the conduct of repair and maintenance  Service Satisfaction  OVER-ALL RATING  1. Not Satisfied  1. Poor  2. Slightly Satisfied  3. Good  4. Very Good  Satisfied  1. Very Satisfied  5. Extremely  Satisfied  Comments & Suggestion								
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PPO Personnel (Name & Signature)  1. Not Satisfied  1 Poor  2 Fair  2. Slightly Satisfied  3 Good  4 Very Good  3. Moderately Satisfied  Verified by:  PPO Head (Name & Signature)  PPO Head (Name & Signature)  Service Satisfaction  OVER-ALL RATING  1 Poor  2 Fair  3 Good  4 Very Good  5 Excellent  Comments & Suggestion  Service Satisfaction  OVER-ALL RATING  Comments & Suggestion	Filled in by the requesting party after the conduct of repair and maintenance							
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Checked & Satisfied Satisf	PPO Unit		_ 2	. Slightly Satisfied		X 110-7476		
Verified by:  PPO Head  (Name & Signature)  4. Very Satisfied  Comments & Suggestion  5. Extremely Satisfied	Checked &		□ 3		□ 5	Excellent		
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