



PHYSICAL PLANT OFFICE

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

Telefax: 1041(LOCAL)
Email: www.ppo.@vsu.edu.ph
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PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION			
Filled in by requesting party	Filled in by PPO		
Date filed : 1-17-25	Date received	:	
Building/Department :	Received by		
N/AU)		Name & Signature	
Location : Lover Campus	Designation/Position		
Requesting party : Daright Lina Name & Signature	Request Reference Number	:	
Designation/Position : NSTP Director			
Contact no./Email :			
Please check and specify the nature of service request			
Audio System (amplifier, speakers and	Tent installation/s		
microphones)	_		
With Lights? Yes. No. Setup Location: Setup Location: No. of tent:			
Setup Location: VSV Ctym No. of tent: Date 8 Time Needed: 120 A 5 Feb. 18 15 22 (721) Tent circuit			
Date & Time Needed: Jan. 15 Feb. 18 15, 12 (7-11) Tent size:			
Estimated Duration (hrs):		furniture, metal works and other	
Land preparation, plowing & harrowing	fabrications not considered a	as repair and maintenance)	
Location/Area covered:	ion/Area covered: Installation/s (tarpaulin, signage, new lock & knobs & other		
Estimated passing trip: installation not considered as repair and maintenance)			
Site development, levelling, scrapping & Machining works (lathe, shaper, drill press & etc.)			
Location:	Landscaping (Design and Installation)		
Hauling (Construction materials, office equipment & etc.) 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			
Soundsystem needed for NSTP Class / Training.			
ACCOMPLISHMENT	Filled in his Beautiful Bart		
Filled in by PPO Personnel	Filled in by Requesting Party		
Conducted by : PPO Maintenance Personnel	Service Satisfaction	OVER ALL RATING	
(Name and Signature)	☐ 1. Not Satisfied	☐ 1. Poor ☐ 2. Fair	
Date & Time	2. Slightly Satisfied	☐ 4. Very	
Started	☐ 3. Moderately Satisfied	☐ 3. Good Good	
Date & Time	☐ 4. Very Satisfied	□ 5 Cuallant	
Finished :	□ 5. Extremely Satisfied	☐ 5. Excellent	
		Comments & Suggestion	
Checked PDC Head (Director			
&verified : PPO Head/Director	Name OC		
(Name and Signature)	Name &Signature		
Notes:			
	Designation/Position		

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.

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