

**PHYSICAL PLANT SERVICE REQUEST FORM**

| Filled in by requesting party                                   |                           |
|---|---------------------------|
| Date filed  | : Sept. 22, 2022          |
| Building/Facility/<br>House No/<br>Apartment No./<br>Department | : Dept. of Economics      |
| Location  | : Upper Campus            |
| Requesting party  | : MARIA HAZEL I. BELLEZAS |
| Designation/<br>Position  | : Head, DoEcon            |

| Filled in by PPO           |                    |
|----------------------------|--------------------|
| Date received              | :                  |
| Received by                | : Name & Signature |
| Designation/<br>Position   | :                  |
| Document<br>control number | :                  |

| Please check and specify the nature of service request  |   |
|---|---|
| <input type="checkbox"/> Audio System (amplifier, speakers and microphones)<br>With Lights? Yes. <input type="checkbox"/> No. <input type="checkbox"/><br>Setup Location: _____<br>Date & Time Needed: _____<br>Estimated Duration (hrs): _____ | <input type="checkbox"/> Tent installation/s<br>Setup Location: _____<br>No. of tent: _____<br>Tent size: _____                               |
| <input type="checkbox"/> Land preparation, plowing & harrowing<br>Location/Area covered: _____<br>Estimated passing trip: _____   | <input type="checkbox"/> Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance) |
| <input type="checkbox"/> Site development, levelling, scrapping & backfilling<br>Location: _____  | <input type="checkbox"/> Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)  |
| <input type="checkbox"/> Hauling (Construction materials, office equipment & etc.)<br>From: _____ To: _____   | <input type="checkbox"/> Machining works (lathe, shaper, drill press & etc.)  |
| <input type="checkbox"/> Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)   | <input type="checkbox"/> Landscaping (Design and Installation)<br>Location/Area covered: _____  |
|   | <input type="checkbox"/> Other/s (Specify) : <u>Electrical - urgent!!!</u>  |

**Brief Description of Service Request**

Check of outlets in the classrooms.

Conducted by: \_\_\_\_\_  
PPO Personnel  
(Name & Signature)

PPO Unit \_\_\_\_\_

Checked & Verified by: \_\_\_\_\_  
PPO Head/Director  
(Name & Signature)

| Filled in by the requesting party after the conduct of service request |  |
|--|--|
| Service Satisfaction   | OVER-ALL RATING  |
| <input type="checkbox"/> 1. Not Satisfied                              | <input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair      |
| <input type="checkbox"/> 2. Slightly Satisfied                         | <input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good |
| <input type="checkbox"/> 3. Moderately Satisfied                       | <input type="checkbox"/> 5. - Excellent                                    |
| <input type="checkbox"/> 4. Very Satisfied                             | Comments & Suggestion  |
| <input type="checkbox"/> 5. Extremely Satisfied                        |  |
| Name and Signature   |  |