



PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION									
<i>Filled in by requesting party</i> Date filed : June 25, 2025 Building/Department : ISRDS Location : VSU, Visca, Baybay Requesting party : LILIAN B. NUÑEZ Designation/Position : Director Contact no./Email : <i>(Signature)</i>	<i>Filled in by GenSO</i> Date received : Received by : Designation/Position : Request Reference Number : <i>(Signature)</i>								
Please check and specify the nature of service request									
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;"><input type="checkbox"/> Audio System (amplifier, speakers and microphones) With Lights? Yes. ___ No. ___ Setup Location: _____ Date & Time Needed: _____ Estimated Duration (hrs): _____</div><div style="width: 48%;"><input type="checkbox"/> Tent installation/s Setup Location: _____ No. of tent: _____ Tent size: _____</div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 48%;"><input type="checkbox"/> Land preparation, plowing & harrowing Location/Area covered: _____ Estimated passing trip: _____</div><div style="width: 48%;"><input type="checkbox"/> Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)</div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 48%;"><input type="checkbox"/> Site development, levelling, scrapping & backfilling Location: _____</div><div style="width: 48%;"><input checked="" type="checkbox"/> Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)</div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 48%;"><input type="checkbox"/> Hauling (Construction materials, office equipment & etc.) From: _____ To: _____</div><div style="width: 48%;"><input type="checkbox"/> Machining works (lathe, shaper, drill press & etc.)</div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 48%;"><input type="checkbox"/> Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)</div><div style="width: 48%;"><input type="checkbox"/> Landscaping (Design and Installation) Location/Area covered: _____</div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 48%;"></div><div style="width: 48%;"><input type="checkbox"/> Other/s (Specify) : _____</div></div>									
Brief Description of Service Request									
Installation of air conditioning unit at the BIDANI office.									
ACCOMPLISHMENT									
<i>Filled in by GenSO Personnel</i> Conducted by : GenSO Maintenance Personnel (Name and Signature) Date & Time Started : Date & Time Finished : Checked & verified : GenSO Head/Director (Name and Signature) Notes:	<i>Filled in by Requesting Party</i> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr style="background-color: #d3d3d3;"><th style="width: 50%;">Service Satisfaction</th><th style="width: 50%;">OVER ALL RATING</th></tr></thead><tbody><tr><td><input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied</td><td><input type="checkbox"/> 1. Poor <input type="checkbox"/> 2. Fair <input type="checkbox"/> 3. Good <input type="checkbox"/> 4. Very Good <input type="checkbox"/> 5. Excellent</td></tr><tr><td colspan="2" style="text-align: center;">Comments & Suggestion</td></tr><tr><td colspan="2" style="height: 40px;"></td></tr></tbody></table> <div style="margin-top: 10px;">Name & Signature Designation/Position</div>	Service Satisfaction	OVER ALL RATING	<input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied	<input type="checkbox"/> 1. Poor <input type="checkbox"/> 2. Fair <input type="checkbox"/> 3. Good <input type="checkbox"/> 4. Very Good <input type="checkbox"/> 5. Excellent	Comments & Suggestion			
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