



## PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

## PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION		And the said	WINE PROPERTY OF STREET		
Filled in by requesting party			Filled in by PPO		
	January 02, 2025		Filled in by PPO Date received		
Date filed .	January 02, 2025		Date received	•	
Building/Department :	Department of Agronomy	,	Received by		
				Name & Signature	
Location :	Dept. of Agronomy		Designation/Position	:	
	LUZ G. ASIO		Descript Deference		
Requesting party :		Request Reference Number		•	
	Name & Signature		Trumboi		
Designation/Position :	Dept. Head				
Contact no./Email					
Please check and specify	the nature of service request	-43			
Audio System(amp	olifier, speakers and	Пт	ont installation/s	1	
microphones)	8. *		ent installation/s		
With Lights? Yes No			Setup Locatiosn:		
Setup Location: Date & Time Needed:		No. of tent:			
Date & Time Nee	eded:		Tent size:		
Estimated Duration (hrs):			Fabrication/s (new cabinets, furniture, metal works and other fabrications pnot considered as repair and maintenance)		
Land preparation, plowing & harrowing					
Location/Area cov	vered:		setallation/e /tamaulin_cia	nage new lock & knobs & other	
Estimated passing trip:			Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)		
Site development, levelling, scrapping &			mistaliation not considered as repair and maintenance)		
backfilling		N	Machining works (lathe, shaper, drill press & etc.)		
Location:			Landscaping (Design and Installation)		
Hauling (Construction materials, office					
equipment & etc.)		L	Location/Area covered:		
From: To:			Other/s (Specify): Re-painting of DA Rooms & Offices		
			renerra (opeony)rea pann	ang or brittooms a omose	
Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)					
Brief Description of Service Request					
To make a frame of the tarpaulin for the Organizational and functional chart in the					
Department.					
ACCOMPLISHMENT					
Filled in by PPO Personnel		Fille	Filled in by Requesting Party		
Conducted by :			Service Satisfaction	OVER ALL RATING	
, Pi	PO Maintenance Personnel		1 Not Coticfied	□ 1 Peer □ 2 Feir	
Data & Time	(Name and Signature)			☐ 1. Poor ☐ 2. Fair	
Date & Time Started			9 ,	☐ 4. Very ☐ 3. Good Good	
				L 3. G000 G000	
Date & Time				☐ 5. Excellent	
Finished			5. Extremely Satisfied		
		-	1	Comments & Suggestion	
Checked . ———	PPO Head/Director	1			
&verified ·	(Name and Signature)		Name &Signature	-	
Natari	(ridino and Oignature)		Hame doignature		
Notes:			<u> </u>	-	
			Designation/Position		