



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

Website: www.vsu.edu.ph

REQUEST INFORMATION

Filled in by requesting party

Date filed : January 24, 2023

Building/Department : Organic Lab., ARIC

Location : Q. VSU

JEROME O. ARRIBADO

Requesting party: _____ Name & Signature

Designation/Position : Instructor I, Eco-FARMI

Contact no./Email

Filled in by PPO

Date received

Received by

Name & Signature

Designation/Position

Request Reference
Number

Please check and specify the nature of service request

- ☐ Audio System (*amplifier, speakers and microphones*)
With Lights? Yes. ____ No. ____
Setup Location: _____
Date & Time Needed: _____
Estimated Duration (hrs): _____
- ☐ Land preparation, plowing & harrowing
Location/Area covered: _____
Estimated passing trip: _____
- ☐ Site development, levelling, scrapping & backfilling
Location: _____
- ☐ Hauling (*Construction materials, office equipment & etc.*)
From: _____ To: _____
- ☐ Plans, Layouts and Estimates (*Drafting, floor plan/s, material & cost estimate, site inspection and the likes*)

- ☐ Tent installation/s
- Setup Location: _____
- No. of tent: _____
- Tent size: _____
- ☐ Fabrication/s (*new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance*)
- ☒ Installation/s (*tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance*)
- ☐ Machining works (*lathe, shaper, drill press & etc.*)
- ☐ Landscaping (*Design and Installation*)
- Location/Area covered: _____
- ☐ Other/s (*Specify*) : _____

Brief Description of Service Request

- **Water Installation at the Organic Lab, ARIC (New Building in-front of ECO-FARMI building)**

ACCOMPLISHMENT

Filled in by PPO Personnel

Conducted by : _____
PPO Maintenance Personnel
(Name and Signature)

Date & Time Started

Date & Time
Finished

Checked & verified : _____
PPO Head/Director
(Name and Signature)

Notes:

Filled in by Requesting Party

Service Satisfaction

OVER ALL RATING

- ☐ 1. Not Satisfied
- ☐ 2. Slightly Satisfied
- ☐ 3. Moderately Satisfied
- ☐ 4. Very Satisfied
- ☐ 5. Extremely Satisfied

- ☐ 1. Poor ☐ 2. Fair
☐ 3. Good ☐ 4. Very
 Good
☐ 5. Excellent

Comments & Suggestion

Name & Signature

Designation/Position