



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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

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

PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFOR	MATION			
Filled in by requesting party		Filled in by PPO		
Date filed	January 24, 2023	Date received	:	
Building/Departme	nt : Organic Lab., ARIC	Received by	Name & Signature	
Location	: Vsu	Designation/Position		
JEROME O ARRIBAD		O Request Reference	·	
Requesting party :Name & Signature		Number		
Designation/Position : Instructor I, Eco-FARMI		11		
Contact no./Email				
Please check and	specify the nature of service request			
	em (amplifier, speakers and	Tent installation/s		
microphon	es) nts? Yes No	Setup Location:		
			No. of tent:	
Setup Location: Date & Time Needed:			Tent size:	
Estimated Duration (hrs): Fabrication/s (new cabinets, furniture, metal works and other				
Land preparation, plowing & harrowing fabrications not considered as repair and maintenance)				
Location/	Area covered:	Installation/s (tarpaulin, sig	inage, new lock & knobs & other	
Estimated passing trip: installation not considered as repair an				
Site development Site d	Site development, levelling, scrapping & Machining works (lathe, shaper, drill press & etc.) backfilling			
Location:		Landscaping (Design and I	Landscaping (Design and Installation)	
Hauling (Construction materials, office equipment & etc.)		Location/Area covered:	Location/Area covered:	
From:	To:	Other/s (Specify):		
	outs and Estimates (<i>Drafting, floor</i> terial & cost estimate, site inspection			
and the like				
	Brief Descri	otion of Service Request		
Water In ACCOMPLISHMEN	nstallation at the Organic Lab, ARIC	(New Building in-front of ECO-F	ARMI building)	
Filled in by PPO Personne		Filled in by Requesting Party		
,		Service Satisfaction	OVER ALL RATING	
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 Finished		☐ 4. Very Satisfied ☐ 5. Extremely Satisfied	☐ 5. Excellent	
			Comments & Suggestion	
Checked				
&verified :	PPO Head/Director	N		
	(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.

Page 1 of 1 FM-PPO-15 V01 01-20-2023