



## **PHYSICAL PLANT OFFICE**

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

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

## REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION					
Filled in by requesting party		Filled in by PF	Filled in by PPO		
Date filed	27 May 2024	Date receive	Date received :		
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Mary 1887		Thursday of the second	
Building/Department	: ISRDS	Received by	Received by		
	the enorgalities		Name & Signature		
Location	: ISRDS comfort rooms	Designation/	Designation/Position :		
Requesting party	GINA A. DELIMA Jald		Request Reference :		
requesting party	Name & Signature	Number			
Designation/Position	: Asst. Prof.III	The state of the s	and rely had been	BROTUM I RENEW AT LOT	
Contact no./Email		The half to you the			
Please check and specify the	the second secon	Francis and Market	C Florida	-IVM- d	
☐ Vehicle Repair		urniture Works			
☐ Welding Works	Plumbing	Works	Vorks Heating, Ventilating, Air conditioning & Refrigeration		
☐ Machining works ☐ Instrumentation equipment ☐ Others (specify in the brief description)					
(Lathe, shaper, drill press, etc.) & Laboratory instrument below)					
Brief Description of the Nature of Work Requested					
Check and repair water line and leaking of the toilet bowl tank of the ISRDS common CR & the male and female faculty CR.(The water flow is very slow and one CR does not have water supply at all)					
water flow is very slow and one ork does not have water supply at ally					
INSPECTION (Filled in by PPO Personnel)					
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]					
☐ In-House Repair and Maintenance ☐ For Outsourcing Repair and Maintenance					
	Estimated hours/days				
Materials/Parts	Manpower Required:	power Required:		of repair:	
☐ Available	☐ Available		Schedule of repair:		
☐ Not Available	□ Not Available				
Conducted: Confirmed: PPO Maintenance Personnel/Name & Sign Name and Signature					
PPO Iviaintenance Personne/Marile & Sign					
Designation/Position Designation/Position				Designation/Position	
ACCOMPLISHMENT  Filled in by PPO Personnel  Filled in by Requesting Party					
Filled in by PPO Personnel		Filled In by Requesti	Filled in by Requesting Party		
Conducted		Service Sat	isfaction	OVER ALL RATING	
by PF	O Maintenance Personnel	The state of	750335 12		
		1. Not Sati	Satisfied	☐ 1. Poor ☐ 2. Fair ☐ 3. Good ☐ 4. Very	
Started :			tely Satisfied	Good	
Date & Time	- Int		☐ 4. Very Satisfied ☐ 5. Excellent		
Finished			ely Satisfied		
04 (3)			7	Comments & Suggestion	
Checked	DDO Use UDissel		1	Tall AGA	
&verified :	PPO Head/Director	Name &Si	anature		
Notes:	(Name and Signature)	Name &Signature		The last of the la	
			/Position	Official Runny Mr. or Outer	
		20			

Vision: Mission: