



## OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES

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

## REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party				Filled in by PPC		
Date filed	: Febr	uary 17, 202	23	Date received	:	
Building/Facility/ House No/ Apartment No./ Department		ed Research vation Cente		Received by	Name	e & Signature
Location	: Visayas State University			Designation/ Position	:	
Requesting party  Designation/		RESAP. LO e & Signature		Maintenance control number	:	
Position	: Dir	ector, ARIC				
Please check and spe	oify the nature of w	ork requested				
	ecity the hature of w					
☐ Vehicle Repair ☐ Carpentry & I				urniture Works	<ul> <li>☐ Electrical Works</li> <li>☐ Heating, Ventilating, Air conditioning &amp; Refrigeration</li> <li>☐ Others (specify):</li> </ul>	
☐ Welding Works ☐ Plumbing Works				KS		
☐ Machining works ☐ Instrumentation				n equipment		
(lathe, shaper, drill press, etc.) & Laboratory in				nstrument		
Matariala/Cumplina	/Danta:	☐ Ava	ilable		☐ Not Availab	le
Materials/Supplies	s/Parts.					
Brief Description of Repair and Maintenance						
To check and repai	r laboratory mill i	n Organic Agı	riculture/Che	mistry Laboratory (/	AR Center)	
Filled in by PPO pe	rsonnel					
			Manpower Requirement		Estimated hours/days to finished	
		ı	Filled in by th	ne requesting party after	er the conduct of repair	and maintenance
Conducted ——	PPO Personnel (Name & Signature)		Service Satisfaction		OVER-ALL RATING	
by:			☐ 1. No	ot Satisfied	☐ 1 Poor	☐ 2 Fair
PPO Unit			□ 2.	Slightly Satisfied	☐ 3 Good	☐ 4 Very Good
Checked &			□ 3.	Moderately Satisfied	☐ 5 Excellent	
Verified by:	PPO Head		□ 4.	Very Satisfied	Comments & Suggestion	
(Name & Signature)			□ 5.	Extremely		
		ture)				
		ture)		atisfied		я.
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Vision:

Mission:

A globally competitive university for science, technology, and environmental

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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