



### REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed	: April 19, 2022
Building/Facility/ House No/ Apartment No./ Department	: ISRDS
Location	: ISRDS, VSU Main Campus
Requesting party	: <i>Gadelina</i> Gina A. Delima
Designation/ Position	: Instructor

Filled in by PPO	
Date received	:
Received by	: _____ Name & Signature
Designation/ Position	:
Maintenance control number	:

Please check and specify the nature of work requested		
<input type="checkbox"/> Vehicle Repair	<input type="checkbox"/> Carpentry & Furniture Works	<input type="checkbox"/> Electrical Works
<input type="checkbox"/> Welding Works	<input type="checkbox"/> Plumbing Works	<input type="checkbox"/> Heating, Ventilating, Air conditioning & Refrigeration
<input type="checkbox"/> Machining works (lathe, shaper, drill press, etc.)	<input type="checkbox"/> Instrumentation equipment & Laboratory instrument	<input checked="" type="checkbox"/> Others (specify): Printer repair

Materials/Supplies/Parts:

☒ Available

☐ Not Available

#### Brief Description of Repair and Maintenance

Requesting for printer repair. Paper feed problem. *EPSON L3310*

Filled in by PPO personnel		
Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished

Conducted by: \_\_\_\_\_  
PPO Personnel  
(Name & Signature)

PPO Unit \_\_\_\_\_

Date Accomplished \_\_\_\_\_

Checked & Verified by: \_\_\_\_\_  
PPO Head  
(Name & Signature)

Filled in by the requesting party after the conduct of repair and maintenance	
<b>Service Satisfaction</b> <input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied	<b>OVER-ALL RATING</b> <input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair <input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good <input type="checkbox"/> 5. - Excellent <b>Comments &amp; Suggestion</b>   
<b>Name and Signature</b>	