



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 reques	ting party		Filled in by PP	0		
Date filed	: Apri	il 19, 2022	Date received			
Building/Facility/ House No/ Apartment No./ Department	: 1	ISRDS	Received by	Nar	ne & Signature	
Location		SU Main Campus	Designation/ Position	: 1		
Requesting party	: Gina	الله A. Delima & Signature	Maintenance control number	. :		
Designation/ Position		structor				
Please check and so	ecify the nature of wor	rk requested				
☐ Vehicle Repair			Econolite one Milestre	El Stockfoot Mt	-4	
☐ Welding Works ☐ Machining wor	s ks	☐ Plumbing W	Furniture Works orks tion equipment	☐ Electrical Wo ☐ Heating, Ver conditioning ☐ Others (spec	ntilating, Air & Refrigeration	
(lathe, shaper, drill press, etc.)		& Laboratory	& Laboratory instrument		Printer repair	
Materials/Supplie	s/Parts:	Available		☐ Not Availa	ble	
materials/Supplie						
waterials/Supplie		Brief Description of	Repair and Maintena	nce		
	iter repair. Paper fee	ed problem. EPSON			purs/days to finished	
Requesting for prin	iter repair. Paper fee	ed problem. EPSON	L331D		ours/days to finished	
Requesting for prin	iter repair. Paper fee	ed problem. EPSON	L331D		ours/days to finished	
Requesting for prin	iter repair. Paper fee	ed problem. EPSON	L331D	Estimated ho		
Requesting for prin	ersonnel erials Required PPO Personnel	Manpower F	L33ID Requirement	Estimated ho		
Requesting for print Filled in by PPO per Part/Supplies/Mate	iter repair. Paper fee ersonnel erials Required	Manpower F Filled in by Serv	L33(0) Requirement	Estimated ho	ir and maintenance	
Requesting for print Filled in by PPO per Part/Supplies/Mate	ersonnel erials Required PPO Personnel	Manpower F Filled in by Serv 1. 1 2. 5	Requirement the requesting party afterice Satisfaction Not Satisfied Slightly Satisfied	Estimated ho	ir and maintenance	
Requesting for print Filled in by PPO per Part/Supplies/Mate	ersonnel erials Required PPO Personnel	Manpower F Filled in by Serv 1 1. 1 2. 3 3. 1	Requirement The requesting party afterice Satisfaction Not Satisfied Slightly Satisfied Moderately Satisfied	Estimated ho	ir and maintenance ALL RATING □ 2 Fair □ 4 Very Good	
Requesting for print Filled in by PPO per Part/Supplies/Mate Conducted by: PPO Unit Date Accomplished Checked &	ersonnel erials Required PPO Personnel	Manpower F Filled in by Serv 1. 1 2. 3 3. 1 4. 1	Requirement the requesting party afterice Satisfaction Not Satisfied Slightly Satisfied	Estimated ho	ir and maintenance ALL RATING □ 2 Fair	
Requesting for prin	ersonnel erials Required PPO Personnel	Manpower F Filled in by Serv 1. 2. 3. 4. 5. 5. 8	Requirement the requesting party after vice Satisfaction Not Satisfied Slightly Satisfied Moderately Satisfied Very Satisfied	Estimated ho	ir and maintenance ALL RATING □ 2 Fair □ 4 Very Good	

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-09 v0 02-28-2022