

Filled in by requesting party

## 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

## PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by PPO

Date filed :	February 28, 2022	Date received :
Building/Facility/ House No/ Apartment No./	ODS/USSO	Received by
Department		Name & Signature
Location :	Open space near the ATM machine.	Designation/ Position :
	Mulbhat	Maintenance :
Requesting party	MANOLO B. LORETO, JR	control number
Designation/ Position :	Dean of Students	
To be accomplished	in three (3) copies	
	ecify the nature of service req	uest
Audio System (ai microphones)	mplifier, speakers and	Tent installation/s
With Lights? Yes No Setup Location: Open space near the ATM		
Setup Location: No. of tent: 4		
Date & Time Needed: Tent size: Big		
Estimated Duration (hrs): Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and		
Land preparation, plowing & harrowing maintenance)		
Location/Area covered: Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and		
Estimated passing trip: maintenance)		
Site development	t, levelling, scrapping &	Machining works (lathe, shaper, drill press & etc.)
Dackining		_Others (specify):Hauling of Chairs & Tables from
Location:		Convention Center to Open space near the ATM
Hauling (Construction materials, office equipment & etc.)		
From:		
Brief Description of Service Request		
Service Conducted by	Name & Signatur	
PPO Unit		
T O OTHE	•	
Conformed by (Requesting Party)	:	
	Name & Signatur	е
Checked by		·
(PPO Unit Head)	:	
	Name & Signatur	e

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.