



PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party		Filled in by PPO	
Date filed	: February 28, 2022	Date received	:
Building/Facility/ House No/ Apartment No./ Department	: ODS/USO	Received by	:
Location	: Open space near the ATM machine.	Designation/ Position	: Name & Signature
Requesting party	: MANOLO B. LORETO, JR	Maintenance control number	:
Designation/ Position	: Dean of Students		

To be accomplished in three (3) copies

Please check and specify the nature of service request

<input type="checkbox"/> Audio System (amplifier, speakers and microphones) With Lights? Yes. ___ No. ___ Setup Location: _____ Date & Time Needed: _____ Estimated Duration (hrs): _____	<input checked="" type="checkbox"/> Tent installation/s Setup Location: <u>Open space near the ATM machine</u> No. of tent: <u>4</u> Tent size: <u>Big</u>
<input type="checkbox"/> Land preparation, plowing & harrowing Location/Area covered: _____ Estimated passing trip: _____	<input type="checkbox"/> Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance) Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)
<input type="checkbox"/> Site development, levelling, scrapping & backfilling Location: _____	<input type="checkbox"/> Machining works (lathe, shaper, drill press & etc.) Others (specify): <u>Hauling of Chairs & Tables from Convention Center to Open space near the ATM machine</u>
<input type="checkbox"/> Hauling (Construction materials, office equipment & etc.) From: _____ To: _____	

Brief Description of Service Request

Service Conducted by	:	_____
		Name & Signature
PPO Unit	:	_____
Conformed by (Requesting Party)	:	_____
		Name & Signature
Checked by (PPO Unit Head)	:	_____
		Name & Signature