



PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION												
<p><i>Filled in by requesting party</i></p> <p>Date filed : Aug. 8, 2025</p> <p>Building/Department : DOE</p> <p>Location : Upper Campus</p> <p>Requesting party : <u>EMUEL S. PRECIADOS</u> Name & Signature</p> <p>Designation/Position : Head, DoE</p> <p>Contact no./Email : 1024</p>	<p><i>Filled in by GenSO</i></p> <p>Date received : _____</p> <p>Received by : _____ Name & Signature</p> <p>Designation/Position : _____</p> <p>Request Reference Number : _____</p>											
Please check and specify the nature of service request												
<p><input type="checkbox"/> Audio System (amplifier, speakers and microphones) With Lights? Yes. ___ No. ___ Setup Location: _____ Date & Time Needed: _____ Estimated Duration (hrs): _____</p> <p><input type="checkbox"/> Land preparation, plowing & harrowing Location/Area covered: _____ Estimated passing trip: _____</p> <p><input type="checkbox"/> Site development, levelling, scrapping & backfilling Location: _____</p> <p><input type="checkbox"/> Hauling (Construction materials, office equipment & etc.) From: _____ To: _____</p> <p><input type="checkbox"/> Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)</p>	<p><input type="checkbox"/> Tent installation/s Setup Location: _____ No. of tent: _____ Tent size: _____</p> <p><input type="checkbox"/> Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)</p> <p><input type="checkbox"/> Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)</p> <p><input type="checkbox"/> Machining works (lathe, shaper, drill press & etc.)</p> <p><input type="checkbox"/> Landscaping (Design and Installation) Location/Area covered: _____</p> <p><input type="checkbox"/> Other/s (Specify) : _____</p>											
Brief Description of Service Request												
Materials estimate for installation of TV.												
ACCOMPLISHMENT												
<p><i>Filled in by GenSO Personnel</i></p> <p>Conducted by : GenSO Maintenance Personnel (Name and Signature)</p> <p>Date & Time Started : _____</p> <p>Date & Time Finished : _____</p> <p>Checked & verified : GenSO Head/Director (Name and Signature)</p> <p>Notes: _____</p>	<p><i>Filled in by Requesting Party</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 50%; text-align: left; padding: 5px;">Service Satisfaction</th> <th style="width: 50%; text-align: left; padding: 5px;">OVER ALL RATING</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <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 </td> <td style="padding: 5px;"> <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 </td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;">Comments & Suggestion</td> </tr> <tr> <td colspan="2" style="height: 40px;"></td> </tr> <tr> <td style="padding: 5px;">Name & Signature</td> <td rowspan="2" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Designation/Position</td> </tr> </tbody> </table>	Service Satisfaction	OVER ALL RATING	<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	<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	Comments & Suggestion				Name & Signature		Designation/Position
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