VISAYAS STATE UNIVERSITY
OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: 1041(LOCAL)
Email: www.ppo.@vsu.edu.ph
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PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party		
Date filed	:	April 1, 2022
Building/Facility/ House No/ Apartment No./ Department	:	Advanced Research and Innovation Center
Location	:	VSU Upper Campus
Requesting party	:	Jo Jane D. Atok
Designation/ Position	:	Instructor

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

To be accomplished in three (3) copies

Please check and specify the nature of service request

- ☐ Audio System *(amplifier, speakers and microphones)*
  - With Lights? Yes. __ No. __
  - Setup Location: _____
  - Date & Time Needed: _____
  - Estimated Duration (hrs): _____
- ☐ Land preparation, plowing & harrowing
  - Location/Area covered: _____
  - Estimated passing trip: _____
- ☐ Site development, levelling, scrapping & backfilling
  - Location: _____
- ☐ Hauling *(Construction materials, office equipment & etc.)*
  - From: _____ To: _____
- ☐ Tent installation/s
  - Setup Location: _____
  - No. of tent: _____
  - Tent size: _____
- ☐ 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)*
- ☐ Machining works *(lathe, shaper, drill press & etc.)*
- ☐ Others *(specify): Plumbing*

Brief Description of Service Request
Adjust drainage system for the installation of Lab safety shower and eyewash and install pipes and water lines for equipment.

Service Conducted by : _____
Name & Signature

PPO Unit : _____

Conformed by *(Requesting Party)* : **JO JANE D. ATOK**
Name & Signature

Checked by *(PPO Unit Head)* : _____
Name & Signature

To be filled by the requesting party after service request conducted

Overall Service Satisfaction

1. Not Satisfied
2. Slightly Satisfied
3. Moderately Satisfied
4. Very Satisfied
5. Extremely Satisfied