



PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

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REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION				
Filled in by requesting party		Filled in by PPO		
Date filed	: Nov. 8, 2024	Date received	:	
Building/Department	: Dept. of Economics	Received by	Name & Signature	
Location	: Upper Campus	Designation/Position	:	
Requesting party	ZYRA MAY A CENTING	V	:	
Designation/Besition	Name & Signature			
Designation/Position Contact no./Email	: Head, DoEcon			
Contact no./Email	. 1024			
Please check and specify the nature of work requested:				
☐ Vehicle Repair	☐ Carpentry 8	☐ Carpentry & Furniture Works ☐ Electrical Works		
☐ Welding Works	☐ Plumbing V	conditioning & Reingeration		
☐ Machining works (Lathe, shaper, drill press, etc.) ☐ Instrumentation equipment & Laboratory instrument ☐ Others (specify in the brief description below)				
Brief Description of the Nature of Work Requested				
Check up and repair of split type aircon.				
INSPECTION (Filled in by PPO Personnel)				
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]				
☐ In-House Repair and Maintenance ☐ For Outsourcing Repair and Maintenance Meterials/Parts ☐ Estimated hours/days				
Materials/Parts	Manpower Required:		of repair:	
☐ Available	☐ Available		Schedule of repair:	
☐ Not Available	□ Not Available			
Out that				
Conducted: PPO Maintenance Personnel/Name & Sign		Confirmed:	Name and Signature	
Designation/Position		Designation/Position		
ACCOMPLISHMENT Filled in by PPO Personnel Filled in by Requesting Party				
Conducted	conducted PPO Maintenance Personnel	Service Satisfaction	OVER ALL RATING	
Date & Time Started	(Name and Signature)	□ 1. Not Satisfied □ 2. Slightly Satisfied □ 3. Moderately Satisfied	☐ 1. Poor ☐ 2. Fair ☐ 4. Very ☐ Good	
Date & Time Finished		☐ 4. Very Satisfied ☐ 5. Extremely Satisfied	☐ 5. Excellent	
			Comments & Suggestion	
Checked &verified	PPO Head/Director (Name and Signature)	Name &Signature		
Notes:		Designation/Position		