



PHYSICAL PLANT OFFICE

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

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION				
Filled in by requesting party		Filled in by PPO		
Date filed	March 13, 2024	Date received	*	
Building/Department	Advanced Research and Innovation Center	Received by	Name & Signature	
Location :	1st Floor mtalette	Designation/Position	:	
Requesting party	MA. THERESA P. LORETO Name & Signature	Request Reference Number	Ž · · · · · · · · · · · · · · · · · · ·	
Designation/Position :	Center Director			
Contact no./Email :	mtploreto@vsu.edu.ph			
Please check and specify the	nature of work requested:			
☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works			cal Works	
☐ Welding Works	☐ Plumbing Works ☐ Heating, Ventilating, Air conditioning & Refrigeration			
☐ 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				
To check and repair of water dispenser				
	DDO Personnell			
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				
	Manpower Required:	FULL		
☐ Available	☐ Available			
☐ Not Available	☐ Not Available			
Conducted: Confirmed: PPO Maintenance Personnel/Name & Sign Name and Signature				
Designation/Position		Designation/Position		
ACCOMPLISHMENT Filled in by PPO Personnel Filled in by Requesting Party				
Conducted	anducted		OVER ALL RATING	
Date & Time Started Date & Time	(Name and Signature)	☐ 1. Not Satisfied ☐ 2. Slightly Satisfied ☐ 3. Moderately Satisfied ☐ 4. Very Satisfied	☐ 1. Poor ☐ 2. Fair ☐ 3. Good ☐ 4. Very Good ☐ 5. Excellent	
Finished		☐ 5. Extremely Satisfied	Comments & Suggestion	
Observation				
Checked &verified	PPO Head/Director (Name and Signature)	Name &Signature		
Notes:		Designation/Position		

Vision:

A globally competitive university for science, technology, and environmental

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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