

## OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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

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## **REPAIR AND MAINTENANCE REQUEST**

Filled in by requesting party		Filled in by PPC	)	
Date filed : January 19	9, 2022	Date received	:	
Building/Facility/ House No/ Apartment No./ Department  Department  Department	ood Science ology	Received by	Na	me & Signature
Location : DFST, Pilo	ot Plant	Designation/ Position	:	
Requesting party : LORINA A	. GALVEZ	Maintenance control number	:	
Designation/ : Departmen	nt Head			
Note: i. Three (3) copies: (1) for ii. One (1) job request in ev iii. Job request control num	ery of PPO unit	) for PPO unit Head & (	(1) for maintena	ance team
Please check and specify the nature of	work requested			
☐ Vehicle Repair	☐ Carpentry & Furniture Works		☐ Electric	al Works
☐ Welding Works	Plum	bing Works		, Ventilating, Air ning & Refrigeration
☐ Machining works (lathe, shaper, drill press, etc.)	equipme	☐ Instrumentation equipment & Laboratory instrument		(specify):
Brief D	escription of F	Repair and Mainte	nance	
Repair comfort rooms at the Pilot	Plant area.			
Materials/Supplies/Parts:	☐ Available		☐ Not Available	
Filled in by PPO personnel				
Part/Supplies/Materials Required	Manpower Requirement		Estimated hours/days to finished	
Inspected by:	Checked & Verified by:		Approved by:	
PPO Maintenance	IJy.	PPO Unit Head		PPO Director

Vision: A globally competitive university for science, technology, and environmental

conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge

and innovative technologies for sustainable communities and environment.

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No.