



PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

PHYSICAL PLANT SERVICE REQUEST FORM

Date filled in by requesting party Date filled in by PPO Date received	REQUEST INFORMATION			
Date filed Date received		Filled in by PPO		
Designation/Position Designation/Position Requesting party Designation/Position NAME & Signature Designation/Position Request Reference Number Name & Signature Name & Signature Designation/Position Request Reference Number Name & Signature Designation/Position Request Reference Name & Signature Name & Signature Designation/Position Request Reference Name & Signature Name & Signature Designation/Position Request Reference Name & Signature Name & Signature Name & Signature Designation/Position Request Reference Name & Signature Nam		Date received	:	
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Requesting party Designation/Position Name & Signature New Position New Position New Propersion Request Reference Number Request Reference Rumber Request Reference Number Request Reference Rumber Requestion Requestion: Requestion: Request Reference Rumber Requestion: Requestion: Requestion: Request Reference Rumber Requestion:	Location: Lower Sompus	Designation/Position	:	
Please check and specify the nature of service request	Requesting party : Darie W. Lina		:	
Please check and specify the nature of service request Audio System (amplifier, speakers and microphones) Tent installation/s Setup Location: No. Stepe Location: No. of tent: Location Location/s Setup Location: Setup Locatio	Designation/Position : NGTP Director			
Audio System (amplifier, speakers and microphones) With Lights? Yes. No. Setup Location: Location: Location: Land preparation, plowing & harrowing Location/Area covered: Estimated Duration (hrs): Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.) From: Plans, Layouts and Estimates (Drafting, floor plants, material & cost estimate, site inspection and the likes) Brief Description of Service Request Sound system. ACCOMPLISHMENT Filled in by PPO Parsonnel Conducted by PPO Maintenance Personnel Date & Time Siting Date & Time Siting Comments & Suggestion PPO Head/Director (Name and Signature) Notes: No. Tent installation/s Setup Location: No of tent: No. of tent is zero in stable and maintenance) Installation/s (new cabinets surd and maintenance) Installation/s (tarpaulin, signage, new lock & no. of tentialse surd and maintenance) Installation/s Installation/s Insta	Contact no./Email :			
Mith Lights? Yes. No. Setup Location: No. of tent: No. of	Please check and specify the nature of service request			
Land preparation, plowing & harrowing Location/Area covered: Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Location/Area covered: Landscaping (Design and Installation) Location/Area covered: Location/Area covered: Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes) Brief Description of Service Request Souwhystem weeked for the Port Class / Tranhing. ACCOMPLISHMENT Filled in by PPO Personnel Conducted by PPO Maintenance Personnel (Name and Signature) PPO Head/Director (Name and Signature) Notes: Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance) Installation/s (tarpaulin, signage, new lock & knobs & other installation 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.) Location/Area covered: Other/s (Specify): Plans, Layouts and Estimates (Drafting, floor Other/s (Specify): Plans, Layouts and Installation) Location/Area covered: Prom: Other/s (Specify): Plans, Layouts and Installation) Location/Area covered: Prom: Other/s (Specify): Plans, Spand Installation not considered as repair and maintenance) Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance) Date & Time Signature Notes: Name & Signature Name & Signature Name & Signature	with Lights? Yes. No. Setup Location: Lower Oval Stage	Setup Location:		
Estimated passing trip:				
backfilling	Estimated passing trip:			
Hauling (Construction materials, office equipment & etc.) From: To: Other/s (Specify): Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes) Brief Description of Service Request Sound system weded for the POTE Class / Training. ACCOMPLISHMENT Filled in by PPO Personnel Conducted by:		Machining works (lathe, shaper, drill press & etc.)		
equipment & etc.) From: To: Other/s (Specify): Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes) Brief Description of Service Request Sound system weeded for the POTC Class / Transning. ACCOMPLISHMENT Filled in by PPO Personnel Conducted by :	Location: Landscaping (Design and Installation)			
Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes) Brief Description of Service Request Sound system, we check for the POTC Class / Training. ACCOMPLISHMENT Filled in by PPO Personnel Conducted by PPO Maintenance Personnel (Name and Signature) Date & Time Started Star		Location/Area covered:		
Brief Description of Service Request Sound system weeled for the ROTC Class / Training. ACCOMPLISHMENT Filled in by PPO Personnel Conducted by : PPO Maintenance Personnel (Name and Signature) Date & Time Started Date & Time Finished Checked & PPO Head/Director (Name and Signature) Notes: Brief Description of Service Request ROTC Class / Training. Filled in by Requesting Party Service Satisfaction OVER ALL RATING 1. Poor 2. Fair 4. Very 3. Good Good 5. Excellent Comments & Suggestion Name & Signature	Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection			
Soundsystem wedled for the ROTC Class / Training. Service Satisfaction OVER ALL RATING				
Filled in by PPO Personnel Conducted by PPO Maintenance Personnel (Name and Signature) Date & Time Started Date & Time Finished Checked & PPO Head/Director (Name and Signature) Notes: Filled in by Requesting Party Service Satisfaction OVER ALL RATING OVER ALL RATING 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 4. Very Satisfied 5. Extremely Satisfied Comments & Suggestion Name & Signature	Soundsystem weded for the ROTE class/Training.			
Conducted by : PPO Maintenance Personnel (Name and Signature) Date & Time Started Date & Time Finished Checked & PPO Head/Director (Name and Signature) Service Satisfaction OVER ALL RATING OVER ALL RATING OVER ALL RATING 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 4. Very Satisfied 5. Extremely Satisfied Comments & Suggestion Name & Signature Name & Signature	ACCOMPLISHMENT			
Conducted by : PPO Maintenance Personnel (Name and Signature) Date & Time Started Date & Time Finished Checked & PPO Head/Director (Name and Signature) PPO Maintenance Personnel (Name and Signature) □ 1. Not Satisfied □ 1. Poor □ 2. Fair □ 4. Very Satisfied □ 3. Good □ 5. Excellent □ 5. Extremely Satisfied Comments & Suggestion Name & Signature	Filled in by PPO Personnel	Filled in by Requesting Party		
Date & Time Started Date & Time Started Date & Time Finished Da	Conducted by : PPO Maintenance Personnel		OVER ALL RATING	
Finished : Decked Severified : PPO Head/Director (Name and Signature) Notes:	Date & Time Started	□ 2. Slightly Satisfied □ 3. Moderately Satisfied	☐ 4. Very ☐ 3. Good	
&verified : PPO Head/Director (Name and Signature) Name &Signature Notes:	Date & Time : Finished :			
	&Verified	Name &Signature		
	Notes:	Designation/Position		

Vision: Mission: