



**PHYSICAL PLANT SERVICE REQUEST FORM**

**REQUEST INFORMATION**

*Filled in by requesting party*

Date filed : Sept. 10, 2024

Building/Department : NSTP

Location : Lower Campus

Requesting party : Dariff Lina  
Name & Signature

Designation/Position : NSTP Director

Contact no./Email :

*Filled in by PPO*

Date received : \_\_\_\_\_

Received by : \_\_\_\_\_  
Name & Signature

Designation/Position : \_\_\_\_\_

Request Reference : \_\_\_\_\_  
Number

*Please check and specify the nature of service request*

- ☒ Audio System (amplifier, speakers and microphones)  
With Lights? Yes. No. No.  
Setup Location: Lower Oval Stage  
Date & Time Needed: Sept-14, 21, 28 (7am-2pm)  
Estimated Duration (hrs): 5 hrs
- ☐ Tent installation/s  
Setup Location: \_\_\_\_\_  
No. of tent: \_\_\_\_\_  
Tent size: \_\_\_\_\_
- ☐ Land preparation, plowing & harrowing  
Location/Area covered: \_\_\_\_\_  
Estimated passing trip: \_\_\_\_\_
- ☐ 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)
- ☐ Site development, levelling, scrapping & backfilling  
Location: \_\_\_\_\_
- ☐ Machining works (lathe, shaper, drill press & etc.)
- ☐ Landscaping (Design and Installation)  
Location/Area covered: \_\_\_\_\_
- ☐ 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 needed 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 & verified : \_\_\_\_\_  
PPO Head/Director  
(Name and Signature)

Notes:

*Filled in by Requesting Party*

**Service Satisfaction**

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

**OVER ALL RATING**

- ☐ 1. Poor ☐ 2. Fair  
☐ 3. Good ☐ 4. Very Good  
☐ 5. Excellent

**Comments & Suggestion**

Name & Signature

Designation/Position