

OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party	/		Filled in by PP	<u> </u>	
	February 02, 2022		Date received	:	
Apartment No./	vanced Research and Innovation Center		Received by		
Department			Designation/		Name & Signature
Location :	Upper Campus		Position	:	
Requesting party :M	Ma. Theresa P. Loreto		Maintenance control number	:	
Designation/ Position	Center Director		3		
To be accomplished in thre	e (3) copies	.0			
Please check and specify the nature of service request					
Audio System (amplifier, speakers and Tent installation/s					
With Lights? Yes No Setup Location:					
Setup Location: No. of tent:					
Date & Time Needed:					
Date & Time Needed		Ter	nt size:		
Estimated Duration (hrs):					
Land preparation, plowing & harrowing maintenance)					
Location/Area covered: Installation/s (tarpaulin, signage, new lock & knobs &					
Estimated passing trip: other installation not considered as repair and maintenance)					
Site development, level	lling scrapping &			ne, sł	naper, drill press & etc.)
Location:		Other			* 60 (0 e) (0 e) (1 e) (
Hauling (Construction requipment & etc.) From:	materials, office	spec	шу).гарпсацоп_		
	Brief Description	of S	Service Reques	st	
Fabrication of new cabinet			2 / 20		nents and records
Tablication of new capillot	nor seedire storage and in	9			none and reserve
Service Conducted by	Name & Signature	e	1 2 2		
PPO Unit :	3/ %				
Conformed by (Requesting Party) :					
	Name & Signature	е			
Checked by (PPO Unit Head) :					
(1.1.5 Sille Floats)	Name & Signature	е	,		

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 2 FM-PPO-15 v2 01-15-2021