


## REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed	: 3/10/2022
Building/Facility/ House No/ Apartment No./ Department	: RCCRDC Office
Location	: Back of admin Idg...
Requesting party	:  <b>EDUARDO O. MANGAOANG</b>
Designation/ Position	: Name & Signature <i>3/10</i> <u>DIRECTOR, RCCRDC</u>

Filled in by PPO	
Date received	:
Received by	
	Name & Signature
Designation/ Position	:
Maintenance control number	:

Please check and specify the nature of work requested		
<input type="checkbox"/> Vehicle Repair	<input type="checkbox"/> Carpentry & Furniture Works	<input type="checkbox"/> Electrical Works
<input type="checkbox"/> Welding Works	<input checked="" type="checkbox"/> Plumbing Works	<input type="checkbox"/> Heating, Ventilating, Air conditioning & Refrigeration
<input type="checkbox"/> Machining works (lathe, shaper, drill press, etc.)	<input type="checkbox"/> Instrumentation equipment & Laboratory instrument	<input type="checkbox"/> Others (specify): _____

### Materials/Supplies/Parts:

☐

Available



Not Available

### Brief Description of Repair and Maintenance

Emergency check-up/ repair/ declogging of RCCRDC Female CR at ground floor which was clogged and water was observed not drain off

Filled in by PPO personnel		
Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished

Conducted  
by:

PPO Personnel  
(Name & Signature)

PPO Unit

Checked &  
Verified by:

PPO Head  
(Name & Signature)

Filled in by the requesting party after the conduct of repair and maintenance	
Service Satisfaction	OVER-ALL RATING
<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair
<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good
<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. - Excellent
<input type="checkbox"/> 4. Very Satisfied	Comments & Suggestion
<input type="checkbox"/> 5. Extremely Satisfied	
Name and Signature	

**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.

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