



## OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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## REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party			Filled in by PPC		
Date filed :	April 1, 2022		Date received	:	
Building/Facility/ House No/ Apartment No./ Department	Department	o Agronomy	Received by	Nam	e & Signature
Location :	VSU Uppe	0.77	Designation/ Position	:	
Requesting party :	RUTH O. E. Name & S		Maintenance control number	1	
Designation/ Position :	Department Hea	d			
					-
Please check and specif	fy the nature of work re	quested			
☐ Vehicle Repair		☐ Carpentry & F	Furniture Works	Electrical Wo	rks
☐ Welding Works ☐ Plumb			rks	☐ Heating, Ventilating, Air conditioning & Refrigeration	
☐ Machining works (lathe, shaper, dri	Il press, etc.)	☐ Instrumentation  & Laboratory	on equipment instrument	Others (speci	fy):
		>			
Materials/Supplies/Parts:   Available   Not Available					
Brief Description of Repair and Maintenance					
No electricity	of the faculty office	es.			
Filled in by PPO personnel					
Part/Supplies/Materials Required		Manpower R	equirement	Estimated ho	urs/days to finished
		Filled in by	Filled in by the requesting party after the conduct of repair and maintenance		
Conducted ——— by:	PPO Personnel	Serv	ice Satisfaction	OVER-A	ALL RATING
	(Name & Signature)	□ 1. N	Not Satisfied	☐ 1 Poor	☐ 2 Fair
PPO Unit		2. 8	Slightly Satisfied	☐ 3 Good	☐ 4 Very Good
Checked &	,		Moderately Satisfied	☐ 5 Excellent	
Verified by:	PPO Head	3. N	Moderately Satisfied  Very Satisfied		s & Suggestion
Verified by:	PPO Head (Name & Signature)	3. N	5		s & Suggestion
Verified by:		3. N	/ery Satisfied		s & Suggestion

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.