



REPAIR AND MAINTENANCE REQUEST

| Filled in by requesting party | |
|---|--|
| Date filed | : April 1, 2022 |
| Building/Facility/ House No/ Apartment No./ Department | : Department o Agronomy |
| Location | : VSU Upper Campus |
| Requesting party | : <u>RUTH O. ESCASINAS</u> Name & Signature |
| Designation/ Position | : <u>Department Head</u> |

| Filled in by PPO | |
|-------------------------------|-------------------------------|
| Date received | : |
| Received by | : <u>Name & Signature</u> |
| 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 checked="" type="checkbox"/> Electrical Works |
| <input type="checkbox"/> Welding Works | <input 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 |
|---|
| 1. No electricity of the faculty offices. |

| 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 <input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied | OVER-ALL RATING <input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair <input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good <input type="checkbox"/> 5. - Excellent Comments & Suggestion |
| Name and Signature | |