



## PHYSICAL PLANT SERVICE REQUEST FORM

| Filled in by requesting party                                   |  | Filled in by PPO           |                    |
|---|--|----------------------------|--------------------|
| Date filed  | : November 09, 2022                          | Date received              | :                  |
| Building/Facility/<br>House No/<br>Apartment No./<br>Department | : Advanced Research<br>and Innovation Center | Received by                | :                  |
| Location  | : Visayas State<br>University                | Designation/<br>Position   | : Name & Signature |
| Requesting party  | : Ma. Theresa P. Loreto                      | Document<br>control number | :                  |
| Designation/<br>Position  | : Center Director                            |                            |                    |

**Please check and specify the nature of service request**

|   |  |
|---|--|
| <input type="checkbox"/> Audio System (amplifier, speakers and microphones)<br>With Lights? Yes. ___ No. ___<br>Setup Location: _____<br>Date & Time Needed: _____<br>Estimated Duration (hrs): _____ | <input type="checkbox"/> Tent installation/s<br>Setup Location: _____<br>No. of tent: _____<br>Tent size: _____  |
| <input type="checkbox"/> Land preparation, plowing & harrowing<br>Location/Area covered: _____<br>Estimated passing trip: _____   | <input checked="" type="checkbox"/> Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance) |
| <input type="checkbox"/> Site development, levelling, scrapping & backfilling<br>Location: _____  | <input type="checkbox"/> Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)             |
| <input type="checkbox"/> Hauling (Construction materials, office equipment & etc.)<br>From: _____ To: _____   | <input type="checkbox"/> Machining works (lathe, shaper, drill press & etc.)   |
| <input type="checkbox"/> Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)   | <input type="checkbox"/> Landscaping (Design and Installation)<br>Location/Area covered: _____   |
|   | <input type="checkbox"/> Other/s (Specify) : _____   |

**Brief Description of Service Request**

Fabrication of Glassware Cabinet in the Laboratory for Bioactive Natural Compounds  
- Estimation and cost of materials

| Filled in by the requesting party after the conduct of service request  |  |
|---|--|
| <b>Service Satisfaction</b><br><input type="checkbox"/> 1. Not Satisfied<br><input type="checkbox"/> 2. Slightly Satisfied<br><input type="checkbox"/> 3. Moderately Satisfied<br><input type="checkbox"/> 4. Very Satisfied<br><input type="checkbox"/> 5. Extremely Satisfied | <b>OVER-ALL RATING</b><br><input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair<br><input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good<br><input type="checkbox"/> 5. - Excellent<br><b>Comments &amp; Suggestion</b><br><br> |