



REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION			
<i>Filled in by requesting party</i>		<i>Filled in by PPO</i>	
Date filed	: May 23, 2023	Date received	:
Building/Department	: Cottage L	Received by	: _____
Location	: Duplex Housing VSU	Designation/Position	: _____
Requesting party	: ELIZABETH S. QUEVEDO	Request Reference	: _____
	: _____	Number	: _____
Designation/Position	: Head, DoPAC/Assoc Prof		
Contact no./Email	: 09178905658		

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 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 in the brief description below)
Brief Description of the Nature of Work Requested		
Temporary transfer of circuit breaker due to major repair of housing unit		

INSPECTION (Filled in by PPO Personnel)			
Date of Inspection: _____ Time started: _____ [AM] [PM] Time ended: _____ [AM] [PM]			
<input type="checkbox"/> In-House Repair and Maintenance		<input type="checkbox"/> For Outsourcing Repair and Maintenance	
Materials/Parts	Manpower Required: _____	Estimated hours/days of repair: _____	
<input type="checkbox"/> Available	<input type="checkbox"/> Available	Schedule of repair: _____	
<input type="checkbox"/> Not Available	<input type="checkbox"/> Not Available		
Conducted: _____		Confirmed: _____	
PPO Maintenance Personnel/Name & Sign		Name and Signature	
Designation/Position		Designation/Position	

ACCOMPLISHMENT			
<i>Filled in by PPO Personnel</i>		<i>Filled in by Requesting Party</i>	
Conducted by	: PPO Maintenance Personnel (Name and Signature)	Service Satisfaction	OVER ALL RATING
Date & Time Started	:	<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. Poor <input type="checkbox"/> 2. Fair
Date & Time Finished	:	<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	
Checked & verified	: PPO Head/Director (Name and Signature)	Name & Signature	
Notes:		Designation/Position	

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.