



## PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

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## REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATI	ION		
Filled in by requesting part		Filled in by PPO	
Date filed	: October 23, 2023	Date received	:
Building/Department	*	Received by	Name & Signature
Location :	Eco-FARMI	Designation/Position	
Location		Designation of osition	
Requesting party	GELBERTO P. VALDEVIESO  Name & Signature	Request Reference Number	
Designation/Position	Driver		
Contact no./Email	: The state of the		
Contact no./Email	. 0		
	the nature of work requested:		
☐ Vehicle Repair	☐ Carpentry 8	Furniture Works  Electrical Works  Heating, Ventilating, Air conditioning & Refrigeration	
☐ Welding Works	☐ Plumbing V		
✓ Machining works (Lathe, shaper, drill)		ation equipment below	Others (specify in the brief description
	Brief Description of	the Nature of Work Reque	ested
INSPECTION (Filled in			ed· [AM] [PM]
		☐ For Outsourcing Repair	
☐ In-House Repair a			
	1 ×0=: 1 ×0 × ×	Estin	
Materials/Parts	Manpower Required:	Estin of re	nated hours/days pair:
Materials/Parts  Available	Manpower Required: Available	Estin of re	nated hours/days
Materials/Parts	Manpower Required:	Estin of re	nated hours/days pair:
Materials/Parts  Available  Not Available	Manpower Required: Available	Estin of re	nated hours/days pair:
Materials/Parts  Available  Not Available  Conducted:	Manpower Required: Available	Estin of re	nated hours/days pair:
Materials/Parts  Available  Not Available  Conducted:	Manpower Required:  Available  Not Available	Estin of re	nated hours/days pair: cdule of repair:
Materials/Parts  Available Not Available  Conducted: PPO Mai	Manpower Required:	Estin of re	nated hours/days pair: edule of repair:  Name and Signature
Materials/Parts  Available  Not Available  Conducted:	Manpower Required:	Estin of re	nated hours/days pair: edule of repair:  Name and Signature
Materials/Parts  Available  Not Available  Conducted:  PPO Mai  ACCOMPLISHMENT  Filled in by PPO Personnel  Conducted	Manpower Required:	Confirmed:	nated hours/days pair: edule of repair:  Name and Signature  Designation/Position
Materials/Parts  Available  Not Available  Conducted:  PPO Mai  ACCOMPLISHMENT  Filled in by PPO Personnel  Conducted	Manpower Required:	Confirmed:  Filled in by Requesting Party	Name and Signature  Designation/Position  OVER ALL RATING  1. Poor 2. Fair 4. Very
Materials/Parts  Available  Not Available  Conducted:  PPO Mai  ACCOMPLISHMENT  Filled in by PPO Personnel  Conducted by  Date & Time	Manpower Required:  Available  Not Available  intenance Personnel/Name & Sign  Designation/Position  PPO Maintenance Personnel	Confirmed:  Filled in by Requesting Party  Service Satisfaction  1. Not Satisfied  2. Slightly Satisfied	Name and Signature  Designation/Position  OVER ALL RATING  1. Poor 2. Fair 4. Very Good  5. Excellent
Materials/Parts  Available Not Available  Conducted: PPO Mai  ACCOMPLISHMENT  Filled in by PPO Personnel  Conducted by  Date & Time Started Date & Time	Manpower Required:  Available  Not Available  intenance Personnel/Name & Sign  Designation/Position  PPO Maintenance Personnel	Confirmed:  Filled in by Requesting Party  Service Satisfaction  1. Not Satisfied  2. Slightly Satisfied  3. Moderately Satisfied  4. Very Satisfied	Name and Signature  Designation/Position  OVER ALL RATING  1. Poor 2. Fair 4. Very Good  5. Excellent
Materials/Parts  Available Not Available  Conducted: PPO Mai  ACCOMPLISHMENT  Filled in by PPO Personnel  Conducted by  Date & Time Started Date & Time	Manpower Required:  Available  Not Available  intenance Personnel/Name & Sign  Designation/Position  PPO Maintenance Personnel (Name and Signature)	Confirmed:    Filled in by Requesting Party	Name and Signature  Designation/Position  OVER ALL RATING  1. Poor 2. Fair 4. Very Good  isfied  5. Excellent  Comments & Suggestion
Materials/Parts  Available  Not Available  Conducted:  PPO Mai  ACCOMPLISHMENT  Filled in by PPO Personnel  Conducted by  Date & Time Started Date & Time Finished  Checked	Manpower Required:  Available  Not Available  intenance Personnel/Name & Sign  Designation/Position  PPO Maintenance Personnel (Name and Signature)	Confirmed:  Filled in by Requesting Party  Service Satisfaction  1. Not Satisfied  2. Slightly Satisfied  3. Moderately Satisfied  4. Very Satisfied	Name and Signature  Designation/Position  OVER ALL RATING  1. Poor 2. Fair 4. Very Good  isfied  5. Excellent  Comments & Suggestion
Materials/Parts  Available  Not Available  Conducted:  PPO Mai  ACCOMPLISHMENT  Filled in by PPO Personnel  Conducted by  Date & Time Started Date & Time Finished  Checked &verified	Manpower Required:  Available  Not Available  intenance Personnel/Name & Sign  Designation/Position  PPO Maintenance Personnel (Name and Signature)	Confirmed:    Filled in by Requesting Party	Name and Signature  Designation/Position  OVER ALL RATING  1. Poor 2. Fair 4. Very Good 5. Excellent  Comments & Suggestion

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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