



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

| Filled in by requesting party | | | Filled in by PP0 |) | |
|--|----------------------------|--------------------------------|--|----------------------------------|-----------------|
| Date filed : 19 A Building/Facility/ House No/ OVP for St | | ugust 2022 | Date received | : | |
| | | tudent Affairs and Services | Received by | Name | e & Signature |
| Location | Administration Building | | Designation/ Position | : | o d Oighataro |
| Requesting party | | | Maintenance control number | : | |
| Designation | Name & Signature | | ochtroi nambor | | |
| Designation/ Position | : Adminis | strative Aide VI | | | |
| | | | | | |
| Please check and spec | cify the nature of wo | ork requested | | | |
| | sily the flattere of the | • | Furniture Works | ✓ Electrical Wo | orke |
| | _ | | | | |
| ☐ Welding Works ☐ Plumbing Wo | | | rks Heating, Ventilating, Air conditioning & Refrigeration | | |
| | | | tion equipment | quipment | |
| (lathe, shaper, drill press, etc.) & Laboratory instrument | | | | | |
| | | | | | |
| Materials/Supplies/ | /Parts: | ☐ Available | | ☐ Not Availab | le |
| | | | | | |
| | | Brief Description of | Repair and Maintena | nce | |
| | | | | | |
| | | | | | |
| Change LED light b | oulb | | | | |
| Onange LLD light L | Jaib. | | | | |
| Filled in the DDO man | | | | | |
| Filled in by PPO personnel Port/Supplies/Materials Required Management | | | Doguiroment | Estimated hours/days to finished | |
| Part/Supplies/Materials Required | | Manpower | Requirement | Estimated hours/days to finished | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | Filled in b | y the requesting party aft | er the conduct of repair | and maintenance |
| Conducted PPO Personnel (Name & Signature) | | el Ser | ervice Satisfaction OVER-ALL RATING | | |
| | | ure) | Nat Catiatian | П | П |
| PPO Unit | | 1. | Not Satisfied | ☐ 1 Poor | ☐ 2 Fair |
| | | 2. | Slightly Satisfied | ☐ 3 Good | ☐ 4 Very Good |
| Checked & | | 3. | Moderately Satisfied | ☐ 5 Excellent | |
| Verified by: | | 0. | | Comments & Suggestion | |
| | PPO Head | ☐ 4. | Very Satisfied | Comment | s & Suggestion |
| | PPO Head (Name & Signat | 4. | Very Satisfied Extremely Satisfied | Comment | s & Suggestion |
| | | 4. | | Comment | s & Suggestion |
| | | ure) | Extremely Satisfied | Comment | s & Suggestion |
| | | ure) | | Comment | s & Suggestion |

Vision: Mission: