



REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party		Filled in by PPO	
Date filed	December 9, 2021	Date received	
Building/Facility/	CVM Main Bldg	Received by	
House No./		Designation/	
Apartment No./		Position	
Location	CVM Upper Campus	Maintenance	
Requesting party	SANTIAGO TIPENA JR.	control number	
Designation/	Dean CVM	Name & Signature	
Position			

Note:
I. Three (3) copies: (1) for requesting party, (1) for PPO unit Head & (1) for maintenance team
II. One (1) job request in every of PPO unit
III. Job request control number is required.

Please check and specify the nature of work requested

☐ Vehicle Repair	☐ Carpentry & Furniture Works	☒ Electrical Works
☐ Welding Works	☐ Plumbing Works	☐ Heating, Ventilating, Air conditioning & Refrigeration
☐ Machining works (lathe, shaper, drill press, etc.)	☐ Instrumentation equipment & Laboratory instrument	☐ Others (specify):

Brief Description of Repair and Maintenance

Fix and Repair Electrical switch, outlets and replace BUSTED BULB @ CVM LABORATORIES

FOR PREPARATION OF F2F CLASS AND CHED SURVEY

Materials/Supplies/Parts: ☐ Available ☐ Not Available

Filled in by PPO personnel		
Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished

Inspected by: _____
Checked & Verified by: _____
PPO Maintenance
PPO Unit Head
Approved by: _____
PPO Director