



REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMAT	TION		00		
Filled in by requesting party		Filled in by Gen			
Date filed	June 25, 2025	Date received	:.		
Building/Department	:	Received by	5		
Dananig, Dopon	Dept. of Economics		Name & Signature		
*	Upper Campus	Designation/F	Position :		
Location	- 1-X				
	1 LEMUEL S. PRECIADOS	S 🚒 Request Refe	rence		
Requesting party		Name & Signature Number			
	4				
Designation/Position	Head, DOE				
Contact no./Email	: 1024 (VOIP)				
Please check and specify the	e nature of work requested:				
	Carpentry	& Furniture Works	Z Electrical	Works	
☐ Vehicle Repair	_ ourpoint		☐ Heating, Ventilating, Air		
☐ Welding Works	☐ Plumbing	Works		ing & Refrigeration	
-	□ (netrimon	tation equipment	Others (s	specify in the brief description below)	
☐ Machining works			_ 011010 (0	poonly in the	
(Lathe, shaper, drill press	,,		Deminated		
	Brief Description	of the Nature of Work	Requested		
			C	11/11	
	D	trical lights in the stoc	k room	gent!!!	
	Repair of elec	trical lights in the stoc			
INSPECTION (Filled in b	v GenSO Personnel)				
D. J. Classostics	Time started:	[AM] [PM] Tim	ne ended:	[AM] [PM]	
		☐ For Outsourcing F	Renair and Mai	ntenance	
☐ In-House Repair an	Copali dila mamoriano			Estimated hours/days	
Materials/Parts	als/Parts Manpower Required:		of repair:		
Available	☐ Available		Schedule of	f repair:	
☐ Not Available	□ Not Available	2			
☐ Not Available					
Canduated		Confirmed:			
Conducted: GenSO M		Name and Signature			
Sign	anticitation i crossing			The second secon	
	Designation/Position			Designation/Position	
ACCOMPLISHMENT					
Filled in by GenSO Personnel		Filled in by Requesting Party			
		Service Sat		OVER ALL RATING	
Conducted	enSO Maintenance Personnel	Gel vioc ou			
by	(Name and Signature)	☐ 1. Not Sat	isfied	☐ 1. Poor ☐ 2. Fair	
Date & Time	(Name and Signature)		Satisfied	☐ 3. Good ☐ 4. Very Good	
Started			itely Satisfied		
Date & Time	☐ 4. Very Satisfied			☐ 5. Excellent	
Finished		☐ 5. Extrem	ely Satisfied		
				Comments & Suggestion	
Chacked					
Checked	GenSO Head/Director	Name &S	ionature	-	
	(Name and Signature) Name 8		ngriature		
Notes:		Designatio	n/Position	-	
		Designatio	I I I USILIUII	1	

GENERAL SERVICES OFFICE
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