



## 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

REQUEST INFORMATION			
Filled in by requesting party		Filled in by PPO	
Date filed	: March 7, 2023	Date received	:
Building/Department	:	Received by	
	4		Name & Signature
Location	: Eco-FARMI building	Designation/Position	1
Requesting party	DHENBER C. LUSANTA	Request Reference Number	:
	Name & Signature		
Designation/Position	: Faculty		
Contact no./Email			
Please check and specify the nature of work requested:			
☐ Vehicle Repair	☐ Carpentry & F	furniture Works	
☐ Welding Works	☐ Plumbing Wor	conditioning & Reingeration	
☐ Machining works (Lathe, shaper, drill press, etc.) ☐ Instrumentation equipment & Laboratory instrument ☐ Others (specify in the brief description below)			
Brief Description of the Nature of Work Requested			
Cleaning of one (1) air conditioning unit located at the Eco-FARMI, 2nd Floor.			
INSPECTION (Filled in by PPO Personnel)			
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]			
☐ In-House Repair and Maintenance ☐ For Outsourcing Repair and Maintenance			
Materials/Parts Manpower Required:		Estimated hours/days of repair:	
☐ Available	Available	Schedule of repair:	
□ Not Available	□ Not Available		
Conducted:  PPO Maintenance Personnel/Name & Sign  Designation/Position  Confirmed:  Name and Signature  Designation/Position			
ACCOMPLISHMENT  Filled in by PPO Personnel  Filled in by Requesting Party			
Pilled III by PPO Personnel		Timed in by Nequesting Fairty	
Conducted :	PO Maintananaa Pamanaal	Service Satisfaction	OVER ALL RATING
by Pi	PO Maintenance Personnel (Name and Signature)	☐ 1. Not Satisfied	☐ 1. Poor ☐ 2. Fair
Date & Time .		☐ 2. Slightly Satisfied	☐ 3 Good ☐ 4. Very
Started		☐ 3. Moderately Satisfied ☐ 4. Very Satisfied	Good Good
Date & Time Finished	1 1	<ul><li>□ 4. Very Satisfied</li><li>□ 5. Extremely Satisfied</li></ul>	☐ 5. Excellent
			Comments & Suggestion
Checked . ——	PPO Head/Director		
&verified .	(Name and Signature)	Name &Signature	-
Notes:		To provide the control of the contro	
		Designation/Position	

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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