

Filled in by requesting party

## OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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

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## REPAIR AND MAINTENANCE REQUEST

Filled in by PPO

	Al				
Date filed :	Novembe	er 22, 2022	Date received	;	
Building/Facility/					
House No/	_		_		
Apartment No./	Eco-	FARMI	Received by		
		۸		Name	e & Signature
Department			Designation	110.111	or origination o
_ocation :	Eco-FAF	RMI Office	Designation/ Position		
-			Position		
			Maintenance	•	
Doguesting party :	Dhenber	C. Lusanta	control number	*	
Requesting party			CONTROL HUMBER		
Designation/					
Position	OIC ,Head	Eco- FARMI			v
Note:					
	l conice: (1) for	requesting party (1	1) for PPO unit Head &	(1) for maintena	nce team
ii. One (1)	ich request in e	very of PPO unit	) TOI FFO UTILL HEAD O	x (1) for maintenar	ice team
		ber is required.			
III. Job requ	lest control num	ibel is required.			
5 1 1 1 7					
Please check and specify	the nature of w	ork requested			
		Carpe	ntry & Furniture		
Vollidio Ropali		Works	iti y ar i arritare	Electrical	Works
		VVOIRS		☐ Heating \	entilating, Air
☐ Welding Works		☐ Plumb	☐ Plumbing Works		
					ng & Refrigeration
☐ Machining works			mentation	Others (sp	
	ill nonce etc.)	equipment	t	Mixer motor &	shredder motor
(lathe, shaper, dri	ii press, etc.)	& Labo	oratory instrument	repair	
	Brief De	escription of Re	epair and Mainte	nance	
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	RMI FORD	VEHICLE			: Available
Repair of the FAR	RMI FORD				t Available
	RMI FORD	VEHICLE			t Available
	RMI FORD V	VEHICLE			t Available
Materials/Supplies/	RMI FORD	VEHICLE	le	□ No	
Materials/Supplies/ Filled in by PPO pers Part/Supplies/N	RMI FORD Y Parts:  Sonnel Materials	VEHICLE		□ Not	hours/days to
Materials/Supplies/	RMI FORD Y Parts:  Sonnel Materials	VEHICLE	le	□ Not	
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Materials/Supplies/ Filled in by PPO pers Part/Supplies/N Required	RMI FORD Y Parts:  Sonnel Materials	VEHICLE  Available  Manpower	le	Estimated fir	hours/days to
Materials/Supplies/ Filled in by PPO pers Part/Supplies/N Required	RMI FORD Y Parts:  Sonnel Materials	VEHICLE  Available  Manpower  Checked	le	Estimated fir	hours/days to
Materials/Supplies/ Filled in by PPO pers Part/Supplies/N Required Inspected by:	RMI FORD Y Parts: Sonnel Materials	VEHICLE  Available  Manpower  Checked  Verified	le	Estimated fir	hours/days to nished
Materials/Supplies/ Filled in by PPO pers Part/Supplies/N Required Inspected by:	RMI FORD Y Parts:  Sonnel Materials	VEHICLE  Available  Manpower  Checked	le	Estimated fir	hours/days to