



## PHYSICAL PLANT OFFICE

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	: July 23 2024	Date received	Ř	
Building/Department	*	Received by	Name & Signature	
Location	ECO FARM	Designation/Position	:	
Requesting party	JEROME O. ARRIBADO  Name & Signature	Request Reference Number	k	
Designation/Position	: Director			
Contact no./Email				
Please check and specify the nature of work requested:				
☐ Vehicle Repair	☐ Carpentry & F	☐ Carpentry & Furniture Works ☐ Electrical Works		
☐ Welding Works	☐ Plumbing Wor	conditioning & Reingeration		
☐ Machining works ☐ Instrumentation equipment (Lathe, shaper, drill press, etc.) ☐ Others (specify in the brief description below)				
Brief Description of the Nature of Work Requested				
Repair of one (1) air conditioning unit				
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 house/days		
☐ Available	☐ Available		Schedule of repair:	
☐ Not Available	□ Not Available			
Conducted:  PPO Maintenance Personnel/Name & Sign		Confirmed:	Name and Signature	
-	Designation/Position		Designation/Position	
ACCOMPLISHMENT				
Filled in by PPO Personnel Filled in by Requesting Party				
Conducted :	PPO Maintenance Personnel	Service Satisfaction	OVER ALL RATING	
Date & Time :		<ul> <li>□ 1. Not Satisfied</li> <li>□ 2. Slightly Satisfied</li> <li>□ 3. Moderately Satisfied</li> </ul>	☐ 1. Poor ☐ 2. Fair ☐ 4. Very ☐ Good	
Date & Time Finished		☐ 4. Very Satisfied ☐ 5. Extremely Satisfied	☐ 5. Excellent	
		2.7	Comments & Suggestion	
Checked &verified	PPO Head/Director (Name and Signature)	Name &Signature		
Notes:		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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