



PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION*Filled in by requesting party*

Date filed : August 22, 2024

Building/Department : ISRDS

Location : VSU, Visca, Baybay City

Requesting party : LILIAN B. NUÑEZ

Name & Signature

Designation/Position : Director

Contact no./Email :

Filled in by PPO

Date received :

Received by

Name & Signature

Designation/Position :

Request Reference
Number :*Please check and specify the nature of service request*

- ☐ Audio System(amplifier, speakers and microphones)
With Lights? Yes ___ No ___
Setup Location: _____
Date & Time Needed: _____
Estimated Duration (hrs): _____

- ☐ Land preparation, plowing & harrowing
Location/Area covered: _____
Estimated passing trip: _____

- ☐ Site development, levelling, scrapping & backfilling
Location: _____

- ☐ Hauling (Construction materials, office equipment & etc.)

From: _____ To: _____

- ☐ Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)

- ☐ Tent installation/s

Setup Location: _____

No. of tent: _____

Tent size: _____

- ☒ Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)

- ☐ Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)

- ☐ Machining works (lathe, shaper, drill press & etc.)

- ☐ Landscaping (Design and Installation)

Location/Area covered: _____

- ☐ Other/s (Specify) : _____

Brief Description of Service Request

Installation/mounting of SMART TV at the ISRDS AV room.

ACCOMPLISHMENT*Filled in by PPO Personnel*Conducted by : PPO Maintenance Personnel
(Name and Signature)

Date & Time

Started

Date & Time

Finished

Checked & verified : PPO Head/Director
(Name and Signature)

Notes:

*Filled in by Requesting Party***Service Satisfaction****OVER ALL RATING**

- ☐ 1. Not Satisfied
☐ 2. Slightly Satisfied
☐ 3. Moderately Satisfied
☐ 4. Very Satisfied
☐ 5. Extremely Satisfied

- ☐ 1. Poor ☐ 2. Fair
☐ 3. Good ☐ 4. Very Good
☐ 5. Excellent

Comments & Suggestion

Name & Signature

Designation/Position