



PHYSICAL PLANT OFFICE

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

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PHYSICAL PLANT SERVICE REQUEST FORM

Land preparation, plowing & harrowing Location/Area covered: Installation/s (tarpaulin, signage, new lock & knobs & oth installation not considered as repair and maintenance)	Filled in by requesting party	The state of the s
Building/Department : ISRDS Received by Name & Signature		Filled in by PPO
Location : VSU, Visca, Baybay City Requesting party : LILIAN B. NUNEZ	Date filed : August 22, 2024	Date received :
Designation/Position Request Reference Number	Building/Department : ISRDS	
Requesting party : LILIAN B. NUNEZ Name & Signature Designation/Position : Director Contact no /Email Please check and specify the nature of service request Audio System(amplifier, speakers and microphones) With Lights? Yes. No. Setup Location: Date & Time Needed: Tent isze: Tent size: Tent		AT COME DESCRIPTION OF THE PROPERTY OF THE PRO
Name & Signature Designation/Position Director		1,37 9/16
Designation/Position: Director	Requesting party	
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: Dlans, Layouts and Estimates (Drafting, floor plans, material & cost estimate, site inspection and the likes) Brief Description of Service Request Installation/mounting of SMART TV at the ISRDS AV room. Tent installation/s Setup Location: No. of tent: Tent iszallation/s Setup Location: No. of tent: Tent iszallation/s Setup Location: No. of tent: Tent size: Te	Contact no./Email	0.000
Mitrophones With Lights? Yes No Setup Location: Setup Location: No. of tent: Tent size: Tent size	Please check and specify the nature of service request	ACTUAL VIEW CONTRACTOR OF THE PROPERTY OF THE
Installation/mounting of SMART TV at the ISRDS AV room. ACCOMPLISHMENT	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	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:
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 Installation/mounting of SMART TV at the ISRDS AV room. Filled in by Requesting Party Service Satisfaction OVER ALL RATING 1. Not Satisfied 1. Poor 2. Fair 2. Slightly Satisfied 4. Very Good		
ACCOMPLISHMENT Filled in by PPO Personnel Conducted by : PPO Maintenance Personnel (Name and Signature) Date & Time Filled in by Requesting Party Service Satisfaction OVER ALL RATING 1. Not Satisfied		ription of Service Request
Conducted by : PPO Maintenance Personnel (Name and Signature) Date & Time PPO Maintenance Personnel 1. Not Satisfied 1. Poor 2. Fair 2. Slightly Satisfied 4. Very Good	Brief Desc	
Conducted by : PPO Maintenance Personnel (Name and Signature) Date & Time PPO Maintenance Personnel 1. Not Satisfied 1. Poor 2. Fair 2. Slightly Satisfied 4. Very Good	Installation/mounting of SMART TV at the ISRDS AV ACCOMPLISHMENT	
(Name and Signature) Date & Time (Name and Signature) 1. Not Satisfied 2. Slightly Satisfied 4. Very Good	Installation/mounting of SMART TV at the ISRDS AV ACCOMPLISHMENT	Filled in by Requesting Party
Date & Time	Installation/mounting of SMART TV at the ISRDS AV ACCOMPLISHMENT Filled in by PPO Personnel	Filled in by Requesting Party
Timoriou	Installation/mounting of SMART TV at the ISRDS AV ACCOMPLISHMENT Filled in by PPO Personnel Conducted by : PPO Maintenance Personnel (Name and Signature) Date & Time Started Date & Time	Filled in by Requesting Party Service Satisfaction OVER ALL RATING 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 4. Very Satisfied 5. Excellent
Checked : PPO Head/Director &verified	Installation/mounting of SMART TV at the ISRDS AV ACCOMPLISHMENT Filled in by PPO Personnel Conducted by PPO Maintenance Personnel (Name and Signature) Date & Time Started Date & Time Finished	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 5. Extremely Satisfied
Notes:	Installation/mounting of SMART TV at the ISRDS AV ACCOMPLISHMENT Filled in by PPO Personnel Conducted by PPO Maintenance Personnel (Name and Signature) Date & Time Started Date & Time Finished Checked Syperified PPO Head/Director	Service Satisfaction OVER ALL RATING 1. Not Satisfied 1. Poor 2. Fair 4. Very Good 3. Moderately Satisfied 3. Good 5. Extremely Satisfied 5. Extremely Satisfied Comments & Suggestion
Designation/Position	Installation/mounting of SMART TV at the ISRDS AV 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:	Service Satisfaction OVER ALL RATING 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 4. Very Satisfied 5. Extremely Satisfied Comments & Suggestion Plane & Signature

Vision: Mission: