

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

| Filled in by requesting party | | Filled in by PPC | |
|--|---------------------------------------|---|--|
| Date filed : 10 Fdo Building/Facility/ House No/ Apartment No./ Department Location : VSV Main | CENTER | Date received Received by Designation/ Position Maintenance control number | Name & Signature |
| Note: i. Three (3) copies: (1) for requesting party, (1) for PPO unit Head & (1) for maintenance team ii. One (1) job request in every of PPO unit iii. Job request control number is required. Please check and specify the nature of work requested | | | |
| | | ry & Furniture | |
| ☐ Vehicle Repair | Works | | ☐ Electrical Works |
| ☐ Welding Works | ☐ Plumbing Works | | ☐ Heating, Ventilating, Air conditioning & Refrigeration |
| ☐ Machining works (lathe, shaper, drill press, etc.) ☐ Instrumentation equipment & Laboratory ins | | | Others (specify): |
| Brief Description of Repair and Maintenance | | | |
| FAILURE TO TURN ON. | | | |
| LAPTOP WILL NOT TURN OF | n using pone | R FROM BATT | try or using theoreony |
| Materials/Supplies/Parts: | ☐ Available | | ☐ Not Available |
| Filled in by PPO personnel | | | |
| Part/Supplies/Materials Required | Manpower F | Requirement | Estimated hours/days to finished |
| | · · · · · · · · · · · · · · · · · · · | | |
| Inspected | Checked | | Approved |
| by: | & Verified | | by: |
| PPO Maintenance | by: | PO Unit Head | PPO Director |

Vision:

Mission:

A globally competitive university for science, technology, and environmental

Page 1 of 1 FM-PPO-09

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

v2 01-15-2021