



## REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party		Filled in by PPO	
Date filed	: 10 Feb 2022	Date received	:
Building/Facility/ House No/ Apartment No./ Department	: RENEWABLE ENERGY RESEARCH CENTER	Received by	:
Location	: VSU Main Campus	Designation/ Position	: Name & Signature
Requesting party	: ROBERTO C. GUARATE	Maintenance control number	:
Designation/ Position	: DIRECTOR		

**Note:**

- Three (3) copies: (1) for requesting party, (1) for PPO unit Head & (1) for maintenance team
- One (1) job request in every of PPO unit
- Job request control number is required.

**Please check and specify the nature of work requested**

<input type="checkbox"/> Vehicle Repair	<input type="checkbox"/> Carpentry & Furniture Works	<input type="checkbox"/> Electrical Works
<input type="checkbox"/> Welding Works	<input type="checkbox"/> Plumbing Works	<input type="checkbox"/> Heating, Ventilating, Air conditioning & Refrigeration
<input type="checkbox"/> Machining works (lathe, shaper, drill press, etc.)	<input checked="" type="checkbox"/> Instrumentation equipment & Laboratory instrument	<input type="checkbox"/> Others (specify):

**Brief Description of Repair and Maintenance**

FAILURE TO TURN ON.  
LAPTOP WILL NOT TURN ON USING POWER FROM BATTERY OR USING ELECTRICITY

Materials/Supplies/Parts:

☐ Available

☐ Not Available

**Filled in by PPO personnel**

Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished

Inspected  
by:

PPO Maintenance

Checked  
& Verified  
by:

PPO Unit Head

Approved  
by:

PPO Director