



REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMA	ATION					
Filled in by requesting party			Filled in by Ge	Filled in by GenSO		
Date filed	November 25, 2025		Date receive	Date received :		
Building/Department	: SRDS		Received by		ported sometimes	
Cavannalia Telani District Cluster bullanguran		1	Name & Signature			
Location	: VSU Visca	Designation/Position :				
Requesting party	LILIAN B. NUÑEZ		Request Reference		Head of Early Medicaston Part	
Designation/Position	Name & Signature : Director	- Control	Number		Premient mae i madie i	
Contact no./Email	•					
Please check and specify to	he nature of work requested:					
☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works						
☐ Welding Works					, Ventilating, Air ning & Refrigeration	
☐ Machining works (Lathe, shaper, drill pres			on equipment rument	Others	(specify in the brief description below)	
	Brief Description of	ftl	he Nature of Worl	Requested		
INSPECTION (Filled in I	of the male/female common Comf	on	t room of ISRDS.		Parameter Commence	
Date of Inspection:	Time started:	318	[AM] [PM] Tim	e ended:	[AM] [PM]	
☐ In-House Repair ar			For Outsourcing R	epair and Ma	intenance	
Materials/Parts	Manpower Required:		Estimated hours/days of repair: Schedule of repair:			
☐ Available	☐ Available	becausagos bas				
☐ Not Available	□ Not Available	2	2(1)		Previous balance in tank	
Conducted:			Confirmed:		ै. crased during Inp	
GenSO M				Name and Signature		
	esignation/Position		2 (1 J		Designation/Position	
ACCOMPLISHMENT						
Filled in by GenSO Personnel	The state of the s		Filled in by Requesting	ng Party	atonutism etempho to saw ni	
Conducted	enSO Maintenance Personnel		Service Satisfaction		OVER ALL RATING	
Date & Time Started Date & Time Finished	(Name and Signature)		☐ 4. Very Sat	Satisfied ely Satisfied	☐ 1. Poor ☐ 2. Fair ☐ 3. Good ☐ 4. Very Good ☐ 5. Excellent	
					Comments & Suggestion	
Checked :	GenSO Head/Director (Name and Signature)		Name &Sig	nature	-	
Notes:		Designation/Position		rubers (harify) (harifydered h		
			125			

GENERAL SERVICES OFFICE

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