

OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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VISAYAS STATE UNIVERSITY



PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION Filled in by requesting party		Date filed : February 13, 2023 Building/Department : Advanced Research and Innovation Center Location : Visayas State University Requesting party : <i>MA. THERESA P. LORETO</i> Name & Signature : <i>[Signature]</i> Designation/Position : Director, ARI Center Contact no./Email : mtlporeto@vsu.edu.ph	
Filled in by PPO		Date received : Received by : 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 plans, material & cost estimate, site inspection and the likes)	☐ Tent installations Setup Location: _____ No. of tent: _____ Tent size: _____ ☐ Fabrications (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: _____ Others (Specify) : <i>Electrical works</i>
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Brief Description of Service Request

To install LED illuminated signages

ACCOMPLISHMENT Filled in by PPO Personnel		Filled in by Requesting Party	
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 ☐ 1. Not Satisfied ☐ 2. Slightly Satisfied ☐ 3. Moderately Satisfied ☐ 4. Very Satisfied ☐ 5. Extremely Satisfied OVER ALL RATING ☐ 1. Poor ☐ 2. Fair ☐ 3. Good ☐ 4. Very Good ☐ 5. Excellent Comments & Suggestion	
Name & Signature Designation/Position		Designation/Position Name & Signature	