



GENERAL SERVICES DIVISION

Visca, Baybay City, Leyte, PHILIPPINES

Telefax:

Email: gsd@vsu.edu.ph Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party		Filled in by GSD			
	4 5. 2023	Date received			
Building/Facility/House No/Apartment No./ Department # /00	Warre Apf.	Received by	N	anna 8 Oireach an	
Location : of the	back of USU	Designation/Posit		ame & Signature	
Requesting party Maria	Montrell A Crus	Job request control : number			
Designation/Position : Head	, Intered And	fervia			
Note: i. Three (3) copies: (1) for reques ii. One (1) job request in every of iii. Job request control number is	GSD unit	t Head & (1) for mainten	ance team		
Please check and specify the nature of work n	equested				
☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works					
☐ Welding Works ☐ Plumbing Works ☐ Electronic/Sound Service					
☐ Machining works (lathe, shaper, drill press, etc.) ☐ Instrumentation equipment & Laboratory instrument ☐ Heating, Ventilating, Air conditioning & Refrigeration ☐ Others (specify):					
D austallation of electrical satlet - double socket in reft of right					
side of laundy area. (2) Recheck all ontlets if functional.					
Materials/Supplies/Parts: Available					
Filled in by GSD personnel					
Part/Supplies/Materials Required Manpower Requirement		quirement	ment Estimated hours/days to finished		
Inspected by:	Checked & Verified by:		Approved by:		
GSD Maintenance	GSD Un	it Head Supervisor	-	GSD Director	
Cost Estimate for Billing (Filled in by GSI	D personnel)				
used	Quantity/Units Ho	No. of ours/Days Price	Amount	Date Started	
1.					
2.				Date Completed	
3.			>		
4.					
Prepared by: Recorded by.		Accepted by:			
The state of the s					
GSD Maintenance	GSD Administra	ative Aide	Requesting p	arty/Agency Head	

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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