



PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION

Filled in by requesting party

Date filed : Aug. 27, 2024

Building/Department : Dept. of Economics

Location : Upper Campus

 Requesting party : ZYRA MAY H. CENTINO
Name & Signature

Designation/Position : Head, DoEcon

Contact no./Email :

Filled in by PPO

Date received :

Received by : Name & Signature

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 plan/s, material & cost estimate, site inspection and the likes)

☐ Tent installation/s

Setup Location:

No. of tent:

Tent size:

☐ Fabrication/s (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:

☐ Other/s (Specify):

Brief Description of Service Request

1. Installation of fluorescent tube in the conference room.

ACCOMPLISHMENT

Filled in by PPO Personnel

 Conducted by : PPO Maintenance Personnel
(Name and Signature)

Date & Time Started :

Date & Time Finished :

 Checked & verified : PPO Head/Director
(Name and Signature)

Notes:

Filled in by Requesting Party

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