



PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph

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PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATIO	ON		第二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十
Filled in by requesting party	See	Filled in by PPO	
Date filed	: March 14, 2024	Date received	·
Building/Department	Advanced Research and Innovation Center	Received by	Name & Signature
Location	: Tuklas Lunas Laboratory	Designation/Position	
Requesting party	MA. THERESA P. LORETO Name & Signature	Request Reference Number	: ×
Designation/Position	: Director, ARI Center		
Contact no./Email	: mtploreto@vsu.edu.ph		
Please check and specify the nature of service request			
The state of the s			
microphones)	inpliner, speakers and	☐ Tent installation/s	
With Lights? Yes No Setup Location: Date & Time Needed:		Setup Location: No. of tent: Tent size:	
Estimated Duration (hrs): Fabrication/s (new cabinets, fumiture, metal works and other			
Land preparation, plowing & harrowing fabrications not considered as repair and maintenance)			
Location/Area covered: Installation/s (tarpaulin, signage, new lock & knobs & other			
Estimated passing trip: installation not considered as repair and maintenance)			s repair and maintenance)
Site development, levelling, scrapping & Machining works (lathe, shaper, drill press & etc.) backfilling			
Location: Landscaping (Design and Installation)			
Hauling (Construction materials, office equipment & etc.) Location/Area covered:			
From: To: Other/s (Specify) :			
Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection			
and the likes) Brief Description of Service Request			
Check-up and repair laboratory benchtop mill			
ACCOMPLISHMENT		Filled in by Requesting Party	
Filled in by PPO Personnel			
Conducted by :	DDO Maistanage Paragonal	Service Satisfaction	OVER ALL RATING
Date & Time Started Date & Time	PPO Maintenance Personnel (Name and Signature)	☐ 1. Not Satisfied ☐ 2. Slightly Satisfied ☐ 3. Moderately Satisfied ☐ 4. Very Satisfied	☐ 1. Poor ☐ 2. Fair ☐ 4. Very ☐ 3. Good ☐ 5. Excellent
Finished		☐ 5. Extremely Satisfied	
			Comments & Suggestion
Checked PRO Head/Director			
&verified	PPO Head/Director (Name and Signature)	Name &Signature	
Notes:		Designation/Position	
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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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