



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES

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REPAIR AND MAINTENANCE REQUEST

Timod in by roquodim	g party		Filled in by PPC		
Date filed Building/Facility/ House No/ Apartment No./	April 20, 202	nent of Agronomy	Date received Received by	:	
Department Location : Requesting party :	74	Upper Campus O. ESCASINAS	Designation/ Position Maintenance control number	:	e & Signature
Designation/ Position	Nam Department	ne & Signature Head	Control number		
Please check and speci	fy the nature of w	ork requested			
□ Vehicle Repair □ C □ Welding Works □ P □ Machining works □ In			& Furniture Works Works tation equipment bry instrument	☐ Electrical Worl ☐ Heating, Venticonditioning & ☐ Others (specification)	ilating, Air Refrigeration
Materials/Supplies/Parts: ☐ Available ☐ Not Available					
Brief Description of Repair and Maintenance					
Door Replace	cement and	cabinet repair	a 0A 261		
		cabinet repair	a 04 261		
Filled in by PPO pers	onnel			Estimated hou	urs/days to finished
	onnel		r Requirement	Estimated hou	urs/days to finished
Filled in by PPO pers Part/Supplies/Mater	onnel	Manpowe			
Filled in by PPO pers Part/Supplies/Mater Conducted	onnel ials Required PPO Personn	Manpowe Filled in	r Requirement	er the conduct of repair	
Filled in by PPO pers Part/Supplies/Mater Conducted by:	onnel ials Required	Manpowe Filled in	r Requirement by the requesting party after	er the conduct of repair	and maintenance
Filled in by PPO pers Part/Supplies/Mater Conducted by:	onnel ials Required PPO Personn	Manpowe Filled in set sture) 1.	by the requesting party after revice Satisfaction Not Satisfied Slightly Satisfied	OVER-AI 1 Poor 3 Good	and maintenance
Filled in by PPO pers Part/Supplies/Mater Conducted by: PPO Unit Checked &	onnel ials Required PPO Personn	Filled in ture)	by the requesting party after revice Satisfaction Not Satisfied Slightly Satisfied Moderately Satisfied	OVER-AI 1 Poor 3 Good 5 Excellent	LL RATING 2 Fair 4 Very Good
Filled in by PPO pers Part/Supplies/Mater Conducted by: PPO Unit Checked & Verified by:	onnel ials Required PPO Personn	Manpowe Filled in sel sture) 1. 2. 3. 4.	by the requesting party after revice Satisfaction Not Satisfied Slightly Satisfied	OVER-AI 1 Poor 3 Good 5 Excellent	and maintenance LL RATING 2 Fair
Filled in by PPO pers Part/Supplies/Mater Conducted by: PPO Unit Checked & Verified by:	onnel ials Required PPO Personn (Name & Signal)	Manpowe Filled in sel ture) 1. 2. 3. 4. ture) 5.	r Requirement by the requesting party afterior Satisfaction Not Satisfied Slightly Satisfied Moderately Satisfied Very Satisfied	OVER-AI 1 Poor 3 Good 5 Excellent	LL RATING 2 Fair 4 Very Good

Vision:

A globally competitive university for science, technology, and environmental

conservation.

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Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

v0 02-28-2022