



REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION

Filled in by requesting party

Date filed : Sept. 20, 2023

Building/Department : NSTP

Location : NSTP Office

Requesting party : Joy Bellen
Name & Signature

Designation/Position : NSTP Director

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 work requested:

☐ Vehicle Repair

☐ Carpentry & Furniture Works

☒ Electrical Works

☐ Welding Works

☐ Plumbing Works

☐ Heating, Ventilating, Air
conditioning & Refrigeration

☐ Machining works
(Lathe, shaper, drill press, etc.)

☐ Instrumentation equipment
& Laboratory instrument

☐ Others (specify in the brief description
below)

Brief Description of the Nature of Work Requested

replacement from fluorescent tube light to led bulb.

INSPECTION (Filled in by PPO Personnel)

Date of Inspection: _____ Time started: _____ [AM] [PM] Time ended: _____ [AM] [PM]

☐ In-House Repair and Maintenance

☐ For Outsourcing Repair and Maintenance

Materials/Parts

Manpower Required: _____

Estimated hours/days

☐ Available

☐

Available

of repair:

☐ Not Available

☐

Not Available

Schedule of repair:

Conducted:

PPO Maintenance Personnel/Name & Sign

Confirmed:

Name and Signature

Designation/Position

Designation/Position

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

OVER ALL RATING

- ☐ 1. Not Satisfied
☐ 2. Slightly Satisfied
☐ 3. Moderately Satisfied
☐ 4. Very Satisfied
☐ 5. Extremely Satisfied

- ☐ 1. Poor ☐ 2. Fair
☐ 3. Good ☐ 4. Very
Good
☐ 5. Excellent

Comments & Suggestion

Name & Signature

Designation/Position