



## OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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

## REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATIO	N		NAME OF TAXABLE		
Filled in by requesting party		Filled in by PPO			
Date filed	: Sept. 28, 2023	Date received		:	
Building/Department	Received by				
Location : NSTP roffice		Designation/Po	osition	Name 8	& Signature
Requesting party : 50 Name & Signature		Request Refere	ence	:	
Designation/Position : NSTP Director					
Contact no./Email	. Ann pricejor				
Please check and specify the	nature of work requested:				
☐ Vehicle Repair	☐ Carpentry {	& Furniture Works	Electrica	al Works	
□ Welding Works □ Plumbing Works □ Heating, Ventilating, Air conditioning & Refrigeration					
☐ Machining works (Lathe, shaper, drill pre		ation equipment by instrument	Others (	specify in the brief	description
	Brief Description of	the Nature of Work Re	equested		
replacem	ent from fluor	escent tube	light	to led	bulb.
INSPECTION (Filled in by	PPO Personnel)				
Date of Inspection:Time started:[AM] [PM] Time ended:[AM] [PM]					
Materials/Parts Manpower Required: For Outsourcing Repair and Maintenance Estimated hours/days					
☐ Available		of	of repair: Schedule of repair:		
☐ Not Available	□ Available □ Not Available	S			
_ morrivaliable	□ Not Available		-		
Conducted: Confirmed:					
PPO Maintenance Personnel/Name & Sign  Name and Signature					TIFE
	<u>-</u> ;				
Designation/Position				Designation/Position	
ACCOMPLISHMENT					
Filled in by PPO Personnel		Filled in by Requesting Pa	arty	The state of the s	
Conducted					
	Maintenance Personnel	Service Satisfac	ction	OVER ALL	RATING
	(Name and Signature)	☐ 1. Not Satisfied		☐ 1. Poor	☐ 2. Fair
Date & Time Started	1.	2. Slightly Satis	sfied		4. Very
Date & Time		3. Moderately S	batistied	3. Good	Good
Finished :		☐ 4. Very Satisfie ☐ 5. Extremely Satisfie		☐ 5. Excellent	
		— C. Latternely Sa	ationed	Comments &	Suggestion
Checked . ———	PPO Hand/Direct			d	ouggestion
A V C I I I C C	PPO Head/Director (Name and Signature)	Norse 00:			
Notes:		Name &Signatu	ıre		
		Designation/Posi	ition		

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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