



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

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REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION				
Filled in by requesting party		Filled in by PPO		
Date filed	: August 9, 2023	Date received		
Building/Department		Received by	Name & Signature	
Location	EG-FARNI	Designation/Position	1	
Requesting party	Name & Signature	Request Reference Number	1	
Designation/Position	Director	_		
Contact no./Email	;			
Please check and specify the nature of work requested:				
☑ Vehicle Repair	THE RESERVE THE PARTY OF THE PA			
☐ Welding Works	☐ Plumbing W	orks 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				
Vehicle Wheel alignment				
INSPECTION (Filled in by PPO Percental)				
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				
		Estimated	Estimated hours/days	
Materials/Parts	Manpower Required:	of repair.		
☐ Available	Available	Schedule	Schedule of repair:	
☐ Not Available	□ Not Available			
PPO Maintenance Personnel/Name & Sign		Confirmed:	Name and Signature	
	Designation/Position		Designation/Position	
ACCOMPLISHMENT				
Filled in by PPO Personnel		Filled in by Requesting Party		
Conducted : PPO Maintenance Personnel	PO Maintenance Personnel	Service Satisfaction	OVER ALL RATING	
Date & Time Started	(Name and Signature)	☐ 1. Not Satisfied ☐ 2. Slightly Satisfied ☐ 3. Moderately Satisfied	☐ 1. Poor ☐ 2. Fair ☐ 4. Very ☐ 3. Good	
Date & Time : Finished		☐ 4. Very Satisfied ☐ 5. Extremely Satisfied	☐ 5. Excellent	
			Comments & Suggestion	
Checked . ——	PPO Head/Director			
&verified .	(Name and Signature)	Name &Signature		
Notes:				
		Designation/Position		

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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