



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES

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REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION	
Filled in by requesting party	Filled in by PPO
Date filed : way 20, 2023	Date received :
Building/Department : Advanced Research and	Received by
Innovation center	Name & Signature
Location	Designation/Position :
Location Tuklas Lunas Laborator	y
Requesting party : <u>MIKMAFLIA MINIT BARGIAME</u> Name & Signature	Request Reference : Number
Designation/Position : <u>Ocience</u> research Assistan	ut l
Contact no./Email : mikhawa pangamuh @ us	
Please check and specify the nature of work requested:	
☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works	
☐ Welding Works ☐ Plumbing V	conditioning & Reingeration
	ation equipment below) Others (specify in the brief description below)
Brief Description of	the Nature of Work Requested
Relining of euctrical wires	
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INSPECTION (Filled in by PPO Personnel)	
	[AM] [PM] Time ended: [AM] [PM]
The state of the s	☐ For Outsourcing Repair and Maintenance
	Fetimated hours/days
Materials/Parts Manpower Required:	orrepail.
□ Available □ Available □ Not Available □ Not Available	Schedule of repair:
Conducted:	Confirmed:
PPO Maintenance Personnel/Name & Sign	Name and Signature
Daving Hay (Davids	Designation/Desition
Designation/Position	Designation/Position
ACCOMPLISHMENT	
Filled in by PPO Personnel	Filled in by Requesting Party
Conducted PPO Maintenance Personnel	Service Satisfaction OVER ALL RATING
by PPO Maintenance Personnel (Name and Signature)	☐ 1. Not Satisfied ☐ 1. Poor ☐ 2. Fair
Date & Time .	☐ 2. Slightly Satisfied ☐ 3. Good ☐ 4. Very
Started :	3. Moderately Satisfied Good
Date & Time	☐ 4. Very Satisfied ☐ 5. Excellent
Finished	☐ 5. Extremely Satisfied Comments & Suggestion
	Comments & Suggestion
Checked : PPO Head/Director	
&verified (Name and Signature)	Name &Signature
Notes:	
le and the and will aim	Designation/Position
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Vision:

A globally competitive university for science, technology, and environmental

conservation.

Mission:

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

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