

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

	Filled in by EPC	
ed in by requesting party te filed : Apr. 26, 2	Date received	
ilding/Facility/		
use No/ artment No./	Received by	
partment Dept. of	Soil Surrer	Name & Signature
cation Sules nea	Coul Science Designation/ Position	:
equesting party : CUTETTE	B. LINA Maintenance control number	:
esignation/ sition DSS, Life a	d	
Note:	requesting party, (1) for PPO unit Head	(1) for maintenance team
i. Three (3) copies: (1) for ii. One (1) job request in ev	very of PPO unit	(1) 101 11011011
iii. Job request control num	ber is required.	
ease check and specify the nature of w	ork requested	
☐ Vehicle Repair	☐ Carpentry & Furniture	☐ Electrical Works
☐ Welding Works	Works Plumbing Works	 Heating, Ventilating, Air conditioning & Refrigeration
	☐ Instrumentation	Others (specify):
Machining works (lathe, shaper, drill press, etc.)	equipment	
(lathe, Shaper, drill press, etc.)	& Laboratory instrument	Removal of old
Birter De	ascription of Repair and Mains	guller
	escription of Repair and Mainte	3
Materials/Supplies/Parts:		inarice
Materials/Supplies/Parts:		Not Available
Materials/Supplies/Parts:		inarice
Materials/Supplies/Parts: Filled in by PPO personnel Part/Supplies/Materials	☐ Available	Not Available Estimated hours/days to
Materials/Supplies/Parts: Filled in by PPO personnel Part/Supplies/Materials	☐ Available	Not Available Estimated hours/days to
Materials/Supplies/Parts: Filled in by PPO personnel Part/Supplies/Materials Required	☐ Available Manpower Requirement Checked	Not Available Estimated hours/days to finished Approved
Materials/Supplies/Parts: Filled in by PPO personnel Part/Supplies/Materials	☐ Available Manpower Requirement	Not Available Estimated hours/days to finished

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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