



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

PHYSICAL PLANT SERVICE REQUEST FORM

PHISICAL FLANT	
REQUEST INFORMATION	Filled in by PPO
Filled in by requesting party	Date received :
Date filed : February 8, 2023	- Date received
Advanced Research and	Received by
Building/Department : Innovation Center	Name & Signature
No. of Contract and Contract an	
Location : Visayas State University	Designation/Position :
majnets	Request Reference :
Requesting party : MA. THERESA P. LORET	Number
Name & Signature	Marine
Designation/Position : Director, ARI Center	
Contact no./Email : mtploreto@vsu.edu.ph	
Please check and specify the nature of service request	
Audio System (amplifier, speakers and	Tent installation/s
microphones)	
With Lights? Yes. No	Setup Location:
Setup Location: Date & Time Needed:	No. of tent: Tent size:
Estimated Duration (hrs):	Fabrication/s (new cabinets, furniture, metal works and other
Land preparation, plowing & harrowing	fabrications not considered as repair and maintenance)
Location/Area covered:	Installation/s (tarpaulin, signage, new lock & knobs & other
Estimated passing trip:	installation not considered as repair and maintenance)
Site development, levelling, scrapping &	Machining works (lathe, shaper, drill press & etc.)
backfilling	Machining works (lattle, shaper, unit pross & oto.)
	Landscaping (Design and Installation)
Location:	ii
Hauling (Construction materials, office	Location/Area covered:
equipment & etc.)	Other/s (Specify) :
From: To:	Other's (openly)
Plans, Layouts and Estimates (<i>Drafting, floor</i>	
plan/s, material & cost estimate, site inspection	
and the likes) Brief Descrip	ption of Service Request
Installation of medicine cabinet in Bioactive Natural	Compounds Laboratory (ARI Center)
Installation of medicine capmer in Dioastro Francisco	
ACCOMPLISHMENT	Filled in by Requesting Party
Filled in by PPO Personnel	
	Service Satisfaction OVER ALL RATING
Conducted by : PPO Maintenance Personnel	☐ 1 Not Satisfied ☐ 1 Poor ☐ 2. Fair
(Name and Signature)	T 4 Vanis
Date & Time	- 2. Signify Gatistica Good
Started	☐ 3. Moderately Satisfied ☐ 5.
Date & Time	1 - 4. Vol.) Callering
Finished	5. Extremely Satisfied Comments & Suggestion
	Comments & daygestion
Checked , DDO Head/Director	-
&verified : PPO Head/Director (Name and Signature)	Name &Signature
(Name and Signature)	1
Notes:	
	Designation/Position
MODEL CONTROL OF CONTR	

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.