



PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION

Filled in by requesting party

Date filed : February 8, 2023

Building/Department : Advanced Research and Innovation Center

Location : Visayas State University

Requesting party : MA. THERESA P. LORETO
Name & Signature

Designation/Position : Director, ARI Center

Contact no./Email : mtploreto@vsu.edu.ph

Filled in by PPO

Date received : _____

Received by _____

Name & Signature

Designation/Position : _____

Request Reference : _____
Number

Please check and specify the nature of service request

☐ Audio System (amplifier, speakers and microphones)

With Lights? Yes. ___ No. ___

Setup Location: _____

Date & Time Needed: _____

Estimated Duration (hrs): _____

☐ Land preparation, plowing & harrowing

Location/Area covered: _____

Estimated passing trip: _____

☐ Site development, levelling, scrapping & backfilling

Location: _____

☐ Hauling (Construction materials, office equipment & etc.)

From: _____ To: _____

☐ Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)

☐ Tent installation/s

Setup Location: _____

No. of tent: _____

Tent size: _____

☐ Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)

☒ Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)

☐ Machining works (lathe, shaper, drill press & etc.)

☐ Landscaping (Design and Installation)

Location/Area covered: _____

☐ Other/s (Specify) : _____

Brief Description of Service Request

Installation of medicine cabinet in Bioactive Natural Compounds Laboratory (ARI Center)

ACCOMPLISHMENT

Filled in by PPO Personnel

Conducted by : _____
PPO Maintenance Personnel
(Name and Signature)

Date & Time
Started : _____

Date & Time
Finished : _____

Checked
&verified : _____
PPO Head/Director
(Name and Signature)

Notes:

Filled in by Requesting Party

Service Satisfaction

- ☐ 1. Not Satisfied
☐ 2. Slightly Satisfied
☐ 3. Moderately Satisfied
☐ 4. Very Satisfied
☐ 5. Extremely Satisfied

OVER ALL RATING

- ☐ 1. Poor ☐ 2. Fair
☐ 3. Good ☐ 4. Very Good
☐ 5. Excellent

Comments & Suggestion

Name & Signature

Designation/Position