



## PHYSICAL PLANT OFFICE

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

Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

## REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMA	TION				
Filled in by requesting party			Filled in by PPO		
Date filed	i	Date received	Date received :		
D. ildiaa/Danadasaat		Pagaiwad by	Received by		
Building/Department	Dept of Economics	t. of Economics		Name & Signature	
Laartion				. Warrie & Orginature	
Location	: Upper Campus	-	Designation/Fosition		
Requesting party	LEMUEL S. PRECIADOS	,	erence		
reducering party	Name & Signature	Number			
Designation/Position	: Head, DoEcon				
Contact no./Email	: 1024			*	
Please check and specify the nature of work requested:					
☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works					
		Heating Ventilating Air			
☐ Welding Works	☐ Plumbing Wo	conditioning & Refrigeration			
☐ Machining works ☐ Instrumentation equipment ☐ Others (specify in the brief description below)					
(Lathe, shaper, drill press, etc.) & Laboratory instrument					
Brief Description of the Nature of Work Requested					
Developfication modified Food 225 9 224 Doom (Honordill)					
Repair of leaking roof for Econ 235 & 234 Room (Urgent!!!)					
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					
Materials/Parts	Manpower Required:		Estimated hours/days of repair:		
☐ Available	☐ Available		Schedule of repair:		
☐ Not Available	□ Not Available				
Conducted:	Confirmed: Name and Signature				
PPO IVIAIII	tenance Personnel/Name & Sign		Name and Signature		
Designation/Position			Designation/Position		
ACCOMPLISHMENT  Filled in by PPO Personnel  Filled in by Requesting Party					
Conducted	PO Maintenance Personnel	Service Sati	sfaction	OVER ALL RATING	
by P	(Name and Signature)	☐ 1. Not Satis	sfied	☐ 1. Poor ☐ 2. Fair	
Date & Time		2 Slightly		☐ 3. Good ☐ 4. Very	
Started		The second secon	3. Moderately Satisfied - Good		
Date & Time Finished		☐ 4. Very Satisfied ☐ 5. Extremely Satisfied		☐ 5. Excellent	
. Alloriou		LAUGINE	, Janoneu	Comments & Suggestion	
Checked					
&verified	PPO Head/Director		nature		
(Name and Signature) Nam		Name &Sig	mature		
, 40tG3.		Designation/Position			
	1				
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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.