



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 red	questing party	Filled in b	by PPO
Date filed	: October 11, 2023	Date rece	eived :
Building/Facility/ House No/ Apartment No./ Department		Received	Name & Signature
Location : VSU, Visca, Baybay City		bay City Designati Position	
Requesting party : ERNESTO A. GONZAGA Name & Signature			
Designation/ Position	: Adm. Aide 6		
Please check an	d specify the nature of work reque	sted	
☐ Vehicle Repair ☐ Carpentry & Furniture			Electrical Works
☐ Welding Works ☐ Plumbing Works			☐ Heating, Ventilating, Air
☐ Machining works ☐ Instrumentation equipm (lathe, shaper, drill press, etc.) & Laboratory instrumer			conditioning & Refrigeration Others (specify):
Materials/Sup	plies/Parts:	Available	☐ Not Available
	Brief D	escription of Repair and Mai	ntenance
	of busted fluorescent tube at the	e ISRDS training room.	
Filled in by PP			
Part/Supplies/Materials Required		Manpower Requirement	Estimated hours/days to finished
ge ⁻¹			
		Filled in by the requesting pa	arty after the conduct of repair and maintenance
Conducted -	PPO Personnel	Service Satisfaction	OVER-ALL RATING
oy:	(Name & Signature)		
PPO Unit		1. Not Satisfied	☐ 1 Poor ☐ 2 Fair
_		2. Slightly Satisfied	☐ 3 Good ☐ 4 Very Good
Checked &		3. Moderately Satis	sfied 5 Excellent
Verified by:	PPO Head (Name & Signature)	4. Very Satisfied	Comments & Suggestion
		☐ 5. Extremely Satisf	
		Name and Signatur	re

Vision: Mission: