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REQUEST INFORMATION	
<p><i>Filled in by requesting party</i></p> <p>Date filed : Feb. 24, 2025</p> <hr/> <p>Building/Department : Dept. of Economics</p> <hr/> <p>Location : Upper Campus</p> <hr/> <p>Requesting party : <u>LEMUEL S. PRECIADOS</u></p> <hr/> <p style="text-align: center;">Name & Signature</p> <hr/> <p>Designation/Position : Head, DoEcon</p> <hr/> <p>Contact no./Email :</p>	<p><i>Filled in by PPO</i></p> <p>Date received : _____</p> <hr/> <p>Received by : _____</p> <hr/> <p style="text-align: center;">Name & Signature</p> <hr/> <p>Designation/Position : _____</p> <hr/> <p>Request Reference : _____</p> <hr/> <p>Number : _____</p>
<p><i>Please check and specify the nature of service request</i></p>	
<p><input type="checkbox"/> Audio System(<i>amplifier, speakers and microphones</i>)</p> <p style="margin-left: 20px;">With Lights? Yes. <input type="checkbox"/> No. <input type="checkbox"/></p> <p style="margin-left: 20px;">Setup Location: _____</p> <p style="margin-left: 20px;">Date & Time Needed: _____</p> <p style="margin-left: 20px;">Estimated Duration (hrs): _____</p> <p><input type="checkbox"/> Land preparation, plowing & harrowing</p> <p style="margin-left: 20px;">Location/Area covered: _____</p> <p style="margin-left: 20px;">Estimated passing trip: _____</p> <p><input type="checkbox"/> Site development, levelling, scrapping & backfilling</p> <p style="margin-left: 20px;">Location: _____</p> <p><input type="checkbox"/> Hauling (<i>Construction materials, office equipment & etc.</i>)</p> <p style="margin-left: 20px;">From: <u>OVPA</u> To: <u>DoEconomics</u></p> <p><input type="checkbox"/> Plans, Layouts and Estimates (<i>Drafting, floor plan/s, material & cost estimate, site inspection and the likes</i>)</p>	<p><input type="checkbox"/> Tent installation/s</p> <p style="margin-left: 20px;">Setup Location: _____</p> <p style="margin-left: 20px;">No. of tent: _____</p> <p style="margin-left: 20px;">Tent size: _____</p> <p><input type="checkbox"/> Fabrication/s (<i>new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance</i>)</p> <p><input type="checkbox"/> Installation/s (<i>tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance</i>)</p> <p><input type="checkbox"/> Machining works (<i>lathe, shaper, drill press & etc.</i>)</p> <p><input type="checkbox"/> Landscaping (<i>Design and Installation</i>)</p> <p style="margin-left: 20px;">Location/Area covered: _____</p> <p><input type="checkbox"/> Other/s (<i>Specify</i>) : _____</p>
<p>Brief Description of Service Request</p> <p style="font-size: 1.2em; margin-top: 20px;">Hauling of conference table and accessories.</p>	

Filled in by PPO Personnel		Filled in by Requesting Party	
Conducted by	: _____ PPO Maintenance Personnel (Name and Signature)	Service Satisfaction	OVER ALL RATING
Date & Time Started	: _____	<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. Poor <input type="checkbox"/> 2. Fair
Date & Time Finished	: _____	<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. Good <input type="checkbox"/> 4. Very Good
		<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. Excellent
		<input type="checkbox"/> 4. Very Satisfied	Comments & Suggestion
		<input type="checkbox"/> 5. Extremely Satisfied	
Checked & verified	: _____ PPO Head/Director (Name and Signature)		
Notes:		Name & Signature	
		Designation/Position	

No.