



PHYSICAL PLANT OFFICE

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

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION	T === 1: 1 000		
Filled in by requesting party	Filled in by PPO		
Date filed : Nov. 13, 2025	Date received :		
Building/Department : Dept. of Economics	Received by	Name & Signature	
Location : Upper Campus	Designation/Position :		
Requesting party : LEMUEL S. PRECIADOS Name & Signature	Request Reference : Number		
Designation/Position : Head, DoEcon			
Contact no./Email 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: Plans, Layouts and Estimates (Drafting, floor plant material & cost estimate, site inspection and the limitation of t	No. of tent:	nets, furniture, metal works and other ered as repair and maintenance) signage, new lock & knobs & other red as repair and maintenance) , shaper, drill press & etc.)	
Materials estimates for installation of aircon	ditioner.		
ACCOMPLISHMENT	Silled in by Pequesting Party		
ACCOMPLISHMENT Filled in by PPO Personnel	Filled in by Requesting Party		
	Service Satisfaction 1. Not Satisfied	OVER ALL RATING 1. Poor 2. Fair	
Conducted by : PPO Maintenance Personnel (Name and Signature) Date & Time Started	Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 4. Very Satisfied		
Conducted by PPO Personnel Conducted by PPO Maintenance Personnel (Name and Signature) Date & Time	Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied	☐ 1. Poor ☐ 2. Fair ☐ 4. Very Good	
Conducted by : PPO Maintenance Personnel (Name and Signature) Date & Time Started Date & Time	Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 4. Very Satisfied	☐ 1. Poor ☐ 2. Fair ☐ 4. Very Good ☐ 5. Excellent	