



VISAYAS  
STATE UNIVERSITY



PHYSICAL PLANT OFFICE

## REPAIR AND MAINTENANCE REQUEST

### REQUEST INFORMATION

<i>Filled in by requesting party</i>	
Date filed	: November 13, 2023
Building/Department	: Department of Agronomy
Location	: Upper Campus
Requesting party	: ED ALLAN L. ALCOVER
Designation/Position	: Name & Signature
Contact no./Email	: Faculty

<i>Filled in by PPO</i>	
Date received	:
Received by	: Name & Signature
Designation/Position	:
Request Reference Number	:

### Please check and specify the nature of work requested:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Vehicle Repair  | <input type="checkbox"/> Carpentry & Furniture Works                       | <input type="checkbox"/> Electrical Works  |
| <input type="checkbox"/> Welding Works   | <input type="checkbox"/> Plumbing Works                                    | <input checked="" type="checkbox"/> Heating, Ventilating, Air conditioning & Refrigeration |
| <input type="checkbox"/> Machining works<br>(Lathe, shaper, drill press, etc.) | <input type="checkbox"/> Instrumentation equipment & Laboratory instrument | <input type="checkbox"/> Others (specify in the brief description below)                   |

### Brief Description of the Nature of Work Requested

1. Air-condition installation

### INSPECTION (Filled in by PPO Personnel)

Date of Inspection:	Time started:	[AM] [PM]	Time ended:	[AM] [PM]
<input type="checkbox"/> In-House Repair and Maintenance	<input type="checkbox"/> For Outsourcing Repair and Maintenance			
Materials/Parts	Manpower Required:		Estimated hours/days of repair:	
<input type="checkbox"/> Available	<input type="checkbox"/> Available		Schedule of repair:	
<input type="checkbox"/> Not Available	<input type="checkbox"/> Not Available			

Conducted:

PPO Maintenance Personnel/Name & Sign

Confirmed:

Name and Signature

Designation/Position

Designation/Position

### 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*

<b>Service Satisfaction</b>	<b>OVER ALL RATING</b>	
<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. Poor	<input type="checkbox"/> 2. Fair
<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"/> 4. Very Satisfied	<input type="checkbox"/> 5. Excellent	
<input type="checkbox"/> 5. Extremely Satisfied	<b>Comments &amp; Suggestion</b>	
Name & Signature		
Designation/Position		



## DEPARTMENT OF AGRONOMY

October 16, 2023

**EDGARDO E. TULIN, Ph.D.**

President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **DANIEL LESLIE S. TAN, Ph.D.**

Vice President for Administration and Finance  
Visca, Baybay City, Leyte

Dear Sir,

Global warming has affected our workplace. This ill-effect results in a continuous rise in air temperature and reduced relative humidity making our offices uncomfortable to work due to inadequate cooling conditions. As a result, several offices in the university have installed air conditioning units to provide a conducive and healthy working environment for the employees. Recently, I acquired a 0.50 hp window-type air-conditioning unit which can suffice in cooling our faculty room to solve such uncomfortable conditions.

In this light, we would like to request your approval to install said air conditioning unit so that we will be more comfortable and productive in delivering our services. If granted, we will also request that the installation of the unit be rendered by the general services office, and whatever materials needed will be shouldered by the undersigned faculty.

We look forward to your response and hope to enhance the working conditions in our office.

Respectfully yours,

**ED ALLAN L. ALCOVER**

Faculty, Department of Agronomy

**WENCES REY B. DELA PEÑA**

Faculty, Department of Agronomy

Noted:

**DIONESIO M. BAÑOC**

Head, Department of Agronomy

Recommending Approval:

**DANIEL LESLIE S. TAN, Ph.D.** *9/10/19/13*

Vice President for Administration and Finance

Approved:

**EDGARDO E. TULIN, Ph.D.**  
University President

### DEPARTMENT OF AGRONOMY

DASS Building, Visayas State University,  
PQWV+97H Visca Baybay City, Leyte  
Email: [agronomy@vsu.edu.ph](mailto:agronomy@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1013



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID 310665749

