



## 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 requesting party			Filled in by PPO	
Date filed : April 18, 2021  Building/Facility/ House No/ Apartment No./ Department  Location : VSU Lower Campus  Requesting party : CORINA TOTAL Position  Designation/ Position : Principal		Da	te received	
		Po	signation/ sition	Name & Signature
		Signature	ntrol number	
Please check ar	nd specify the nature of work n	equested		
☐ Vehicle Re		☐ Carpentry & Furniture	Works	☑ Electrical Works
<ul> <li>□ Welding Works</li> <li>□ Machining works</li> <li>□ (lathe, shaper, drill press, etc.)</li> <li>□ Plumbing Works</li> <li>□ Instrumentation equitable &amp; Laboratory instrumentation</li> </ul>			ment	<ul> <li>☐ Heating, Ventilating, Air conditioning &amp; Refrigeration</li> <li>☐ Others (specify):</li> </ul>
Materials/Sup	pplies/Parts:	☐ Available		☐ Not Available
	Bri	ief Description of Repair an	d Maintenan	nce
Filled in by PP		Manpower Requireme		Estimated hours/days to finished
		Filled in by the reques	stina party after	r the conduct of repair and maintenance
onducted – /:	PPO Personnel	Service Satisfa		OVER-ALL RATING
	(Name & Signature)	☐ 1. Not Satisfi	ed	□ 1 Poor □ 2 Fair
PO Unit  hecked & erified by:		2. Slightly Sa	ly Satisfied	□ 3 Good □ 4 Very Good
		= 3 Moderately		☑ 5 Excellent
	PPO Head	4. Very Satist		Comments & Suggestion
	(Name & Signature)	☐ 5. Extremely	_	Johnneste & Juggestion
		CORINA MYSAC Name and Sig		

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.

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