



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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

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REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party					Filled in by PPC)			
Date filed : Building/Facility/	: July 12, 2022				Date received	: .			
House No/ Apartment No./ Department	Departn	Department of Agronomy			Received by	-	Nam	e & Signature	
Location :	PSB	PSB-Room DA 01			Designation/ Position				
Requesting party :		CAMARILLE		Maintenance control number	:				
Designation/ Position				<u>nt</u>					
Please check and specify	the nature of w						E1 (: 1)A/		
☐ Vehicle Repair	Carpentry & Furniture Works				Electrical Wor				
☐ Welding Works ☐ Plumbing W				Vorks		☐ Heating, Ventilating, Air conditioning & Refrigeration☐ Others (specify):			
☐ Machining works ☐ Instrument (lathe, shaper, drill press, etc.) & Laborato									
(latile, shaper, uniii	press, etc.)	٥	Laborato	ry Irist	rument	-			
Materials/Supplies/P	arts:	☐ Av	ailable				Not Availab	le	
		Brief Desc	ription o	Repa	air and Maintena	nce			
4 Links	10 % 5								
1. Lights an	nd Ceiling Fan	are not funct	tional.						
Filled in by PPO perso	nnel								
Part/Supplies/Materials Required		N	Manpower Requirement			Estimated hours/days to finished			
				ie .					
-			Filled in I	by the r	requesting party after	r the c	onduct of repair	and maintenance	
Conducted ———by:	DDO Davasas		el Ser		vice Satisfaction		OVER-ALL RATING		
(/			☐ 1.	Not S	Satisfied	□ 1.	- Poor	☐ 2 Fair	
PPO Unit		2.		tly Satisfied		- Good	☐ 4 Very Good		
			3.		erately Satisfied			Li 4 Very Good	
Checked & Verified by:	DDO Haad	DDO Hood			-	☐ 5 Excellent Comments & Suggestion			
	PPO Head Vame & Signature)		4. Very Satisfied5. Extremely Satisfied				Comments	s & Suggestion	
			Name and Signature						

Vision:

A globally competitive university for science, technology, and environmental

conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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