



## 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

March 20, 2023	Date received	1	
Cook Office	Pagaivad by		
Casil Ollice	Received by		Name & Signature
Admin Duilding	Designation/F	Position	
111	Designation	OSILIOII	•
Queen-Every Atupan		erence	:
Name & Signature	Number		
Head, Cash Office			
re of work requested:			
☐ Carpentry &	Furniture Works	☑ Electrica	al Works
☐ Plumbing We	orks		, Ventilating, Air
_			ning & Refrigeration (specify in the brief description
		below)	(4)
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Brief Description of the	he Nature of Work	Requested	and the second s
Repair and pa	inting of ceilir	ng fan.	
O Personnel)			
	[AM] [PM] Tim	ne ended:	[AM] [PM]
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Time started: intenance	Confirmed:    Filled in by Requestin   Service Sati   1. Not Satis   2. Slightly \$	Repair and Ma Estimated h of repair: Schedule of  g Party  sfaction	Name and Signature  Designation/Position  OVER ALL RATING  1. Poor
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	Name & Signature Head, Cash Office  The of work requested:  Carpentry & Plumbing Work  Instrumentati & Laboratory  Brief Description of the Repair and pa	Cash Office  Admin Building Designation/F Queen Every Atupan Name & Signature Head, Cash Office  Carpentry & Furniture Works Plumbing Works  Instrumentation equipment & Laboratory instrument  Brief Description of the Nature of Work  Repair and painting of ceiling  Carpentry & Furniture Works	Cash Office  Admin Building  Queen-Every Atupan  Name & Signature Head, Cash Office  Carpentry & Furniture Works Plumbing Works Plumbing Works Instrumentation equipment & Laboratory instrument  Brief Description of the Nature of Work Requested  Repair and painting of ceiling fan.

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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