



PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION	然也。1975年也是第5年以来的1986年的2016年的1986年 日
Filled in by requesting party	Filled in by PPO
Date filed : 6524	Date received :
Building/Department :	Received by
14/11	Name & Signature
Location : Lower Campus	Designation/Position :
Dario P. Lina	Request Reference :
Requesting party : Name & Signature	Number
Designation/Position : NSTP Director	
Contact no./Email	
Please check and specify the nature of work requested:	
☐ Vehicle Repair ☐ Carpentry & F	
☐ Welding Works ☐ Plumbing Wo	Conditioning & Reingeration
☐ Machining works ☐ Instrumentati	on equipment Others (specify in the brief description
(Lathe, shaper, drill press, etc.) & Laboratory	
Brief Description of the Nature of Work Requested	
Repaint of the NSTP building.	
Repaint of the 10	TIP Maloung.
INSPECTION (Filled in by PPO Personnel)	
	[AM] [PM] Time ended:[AM] [PM]
	For Outsourcing Repair and Maintenance
Materials/Parts Manpower Required:	Fetimated hours/days
	or repair.
☐ Available ☐ Available ☐ Not Available ☐ Not Available	Schedule of repair:
I NOT Available	
Conducted:	Confirmed:
PPO Maintenance Personnel/Name & Sign	Name and Signature
Designation/Position	Designation/Position
ACCOMPLISHMENT	
Filled in by PPO Personnel	Filled in by Requesting Party
Conducted	Service Satisfaction OVER ALL RATING
by PPO Maintenance Personnel	GENTIGE GAUSTACHOTT
(Name and Signature)	☐ 1. Not Satisfied ☐ 1. Poor ☐ 2. Fair
Date & Time	☐ 2. Slightly Satisfied ☐ 3. Good ☐ 4. Very ☐ 3. Moderately Satisfied ☐ Good
Started Date & Time	☐ 4. Very Satisfied ☐ 5. Excellent
Finished	☐ 5. Extremely Satisfied
	Comments & Suggestion
Checked BDO Hand/Disputer	
&verified : PPO Head/Director (Name and Signature)	Name &Signature
Notes:	, tame doignature
	Designation/Position

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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No. 2024 - 03