



PHYSICAL PLANT OFFICE

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REPAIR AND MAINTENANCE REQUEST

REQUES	TINFORMA	ATION							
Filled in by requesting party				\neg	Fill	ed in by PF	20		
Date filed			June 13, 2025			ite receive		:	
Building/Department					Re	ceived by			
		Dept. of Economics						Name &	Signature
Location		: Upper Campus		×	D€	signation/	Position	:	
Requesting party		LEMUEL S. PRECIADOS			Re	quest Ref	erence		
		Name & Signature			Number				
Designation/Position		: Head, DoEcon							
Contact no./E	Contact no./Email : 1024		1024						
Please check a	and specify th	e nature of work red	guested:						
☐ Vehicle F	Repair	-	☐ Carpentry & Fu			Works	Electrical	al Works	
☐ Welding Works		☐ Plumbing Worl		orks			g, Ventilating, Air oning & Refrigeration		
☐ Machinin	a works		☐ Instrumentation equipment			ment	☐ Others (specify in the brief	
(Lathe, shaper, drill press, etc.) & Laboratory instr						mon	below)		
		Brie	Description of t	he N	latur	e of Work	Requested		
		Replacen	nent of flouresce	nt tu	be o	f Babylyn	Lambert Roo	om.	
INSPECTION	V (Filled in b	y PPO Personnel							-
			ime started:	[[AM]	[PM] Tim	ne ended:	[AM] [PM]	
☐ In-Hous	e Repair an	d Maintenance		For	r Out	sourcing F	Repair and Ma		
Materials/Parts		Manpower Required:			Estimated to of repair:		ours/days		
☐ Available	☐ Available		□ Available		Schedu		Schedule o	f repair:	
☐ Not Avail	able		Not Available						
Conducted:						Confirmed:			
	PPO Maintenance Personnel/Name & Sign						Name and Signature		
Des		ignation/Position					Designation/Position		
ACCOMPLIC	NUMERIT								
ACCOMPLISHMENT Filled in by PPO Personnel						by Requesti	ng Party		
Conducted				•	0.	rvice Sat	infaction	OVER AL	LATING
by	PPO Maintenance Personnel (Name and Signature) ate & Time								L RATING
Data & Time				☐ 1. Not Satisf			☐ 1. Poor	2. Fair	
Started				☐ 3. Moderate		ely Satisfied	☐ 3. Good	☐ 4. Very Good	
Data 9 Time	3				4.	Very Sa		5. Excellent	
Date & Time	÷				5.	Extreme	ly Satisfied		
Finished	:			-		Ext. of the		Comments 8	& Suggestion
Finished	·			-				Comments 8	& Suggestion
	;	PPO Head/Di	. SOUTH ASSESSMENT OF THE SECOND OF THE SECO					Comments 8	& Suggestion
Finished Checked	;	PPO Head/Di (Name and Sign	. SOUTH ASSESSMENT OF THE SECOND OF THE SECO			Name &Si		Comments 8	& Suggestion
Finished Checked &verified	;		. SOUTH ASSESSMENT OF THE SECOND OF THE SECO				gnature	Comments &	& Suggestion

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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