



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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

Email: www.ppo.@vsu.edu.ph Website: <u>www.vsu.edu.ph</u>

REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION				
Filled in by requesting party	■ SO VAR NESCON PROSCUENCE	Filled in by PPO		
Date filed :	March 22, 2023	Date received	:	
Building/Department :	Department of Agronomy	Received by	Name & Signature	
Location :	DA-Lady Comfort room	Designation/Position	:	
Requesting party :	RUTH O. ESCASINAS	Request Reference	:	
	Name & Signature			
Designation/Position :	tead, DA			
Contact no./Email :	¥			
Please check and specify the nature of work requested:				
☐ Vehicle Repair	Vehicle Repair Carpentry & Furniture Works Electrical Works			
☐ Welding Works	Plumbing Wor	conditioning & Reingeration		
☐ Machining works ☐ Instrumentation equipment & Laboratory instrument ☐ Others (specify in the brief description below) ☐ Others (specify in the brief description below)				
Brief Description of the Nature of Work Requested				
Toilet bowl flush is not functional.				
INSPECTION (Filled in by PPO Personnel)				
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]				
☐ In-House Repair and Maintenance ☐ For Outsourcing Repair and Maintenance				
	Manpower Required:	of repair:	Estimated hours/days of repair: Schedule of repair:	
☐ Available	Available	Schedule		
□ Not Available □ Not Available				
Conducted: Confirmed:				
PPO Maintenance Personnel/Name & Sign		Name and Signature		
		***************************************	D 10 10 10	
Designation/Position Designation/Position				
ACCOMPLISHMENT				
Filled in by PPO Personnel Filled in by Requesting Party				
Conducted . PP	O Maintenance Personnel	Service Satisfaction	OVER ALL RATING	
~,	(Name and Signature)	☐ 1. Not Satisfied	☐ 1. Poor ☐ 2. Fair	
Date & Time		2. Slightly Satisfied	3. Good 4. Very	
Started		☐ 3. Moderately Satisfied ☐ 4. Very Satisfied	Good	
Date & Time . Finished		☐ 5. Extremely Satisfied	☐ 5. Excellent	
		,	Comments & Suggestion	
Checked	DDO Hood/Director			
&verified :	PPO Head/Director (Name and Signature)	Name &Signature		
Notes:				
		Designation/Position	3	
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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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