



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			
Filled in by requesting party		Filled in by PPO	
Date filed	: September 2, 2024	Date received :	
Building/Department	: Department of Agronomy	Received by	
1	Description of Assessment	Name & Signature	
Location	: Department of Agronomy	Designation/Position :	
Requesting party	: LUZ ASIO Name & Signature	Request Reference : Number	
Designation/Position	: Head, DA		
Contact no./Email	:		
Please check and specify the nature of work requested:			
☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works			
☐ Welding Works		☐ Heating, Ventilating, Air	
Machining works Unstrumentation equipment Others (specify in the brief description			
(Lathe, shaper, drill press, etc.) & Laboratory instrument below)			
Brief Description of the Nature of Work Requested			
Problems on water connection and broken water pipe in the department.			
INSPECTION (Filled in b			
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]			
☐ In-House Repair and Maintenance ☐ For Outsourcing Repair and Maintenance			
Materials/Parts	Manpower Required:	Estimated hours/days	
☐ Available	☐ Available	Schedule of repair:	
☐ Not Available	□ Not Available		
Conducted: Confirmed:			
PPO Maintenance Personnel/Name & Sign		Name and Signature	
8	Designation/Position	Designation/Position	
ACCOMPLISHMENT			
Filled in by PPO Personnel Filled in by Requesting Party			
Conducted		Service Satisfaction OVER ALL RATING	
	PO Maintenance Personnel		
Date & Time	(Name and Signature)	☐ 1. Not Satisfied ☐ 1. Poor ☐ 2. Fair ☐ 2. Slightly Satisfied ☐ 3. Good ☐ 4. Very	
Started		☐ 3. Moderately Satisfied ☐ Good	
Date & Time Finished		☐ 4. Very Satisfied ☐ 5. Excellent ☐ 5. Extremely Satisfied	
		Comments & Suggestion	
Checked . —	PPO Head/Director		
&verified .	(Name and Signature)	Name &Signature	
Notes:		Designation/Position	
		Designation of Ostubil	

Vision:

Mission:

A globally competitive university for science, technology, and environmental

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

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