

## REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed	October 10, 2022
Building/Facility/ House No/ Apartment No./ Department	Advanced Research and Innovation Center
Location	Visayas State University
Requesting party	Dr. Ma. Theresa P. Loreto
Designation/ Position	Name & Signature Director, ARIC

Filled in by PPO	
Date received	:
Received by	
	Name & Signature
Designation/ Position	:
Maintenance control number	:

Please check and specify the nature of work requested		
<input type="checkbox"/> Vehicle Repair	<input type="checkbox"/> Carpentry & Furniture Works	<input type="checkbox"/> Electrical Works
<input type="checkbox"/> Welding Works	<input checked="" type="checkbox"/> Plumbing Works	<input type="checkbox"/> Heating, Ventilating, Air conditioning & Refrigeration
<input type="checkbox"/> Machining works (lathe, shaper, drill press, etc.)	<input type="checkbox"/> Instrumentation equipment & Laboratory instrument	<input type="checkbox"/> Others (specify):

### Materials/Supplies/Parts:

☐ Available

☐ Not Available

Brief Description of Repair and Maintenance	
Repair of toilet bowl and urinals	- There has been water leakage in the toilet bowls and urinals after flushing.

Filled in by PPO personnel		
Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished

Conducted by: \_\_\_\_\_  
PPO Personnel  
(Name & Signature)

PPO Unit \_\_\_\_\_

Checked &  
Verified by: \_\_\_\_\_  
PPO Head  
(Name & Signature)

Filled in by the requesting party after the conduct of repair and maintenance			
Service Satisfaction		OVER-ALL RATING	
<input type="checkbox"/>	1. Not Satisfied	<input type="checkbox"/> 1. - Poor	<input type="checkbox"/> 2. - Fair
<input type="checkbox"/>	2. Slightly Satisfied	<input type="checkbox"/> 3. - Good	<input type="checkbox"/> 4. - Very Good
<input type="checkbox"/>	3. Moderately Satisfied	<input type="checkbox"/> 5. - Excellent	
<input type="checkbox"/>	4. Very Satisfied	Comments & Suggestion	
<input type="checkbox"/>	5. Extremely Satisfied		
Name and Signature			

**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.