



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

Filled in by requesting			Filled III by FFO		
Date filed : Building/Facility/ House No/ Apartment No./ Department	: April 22, 2022 : Institute of Human Kinetics		Date received Received by	Name 8	& Signature
Location :	CHARIS B. LIMBO Name & Signature		Designation/ Position Maintenance control number	:	
Designation/ Position	Director, IHK				
Disease shock and space	if, the nature of work reque	ested			
Please check and specify the nature of work requested ☐ Vehicle Repair ☐ Carpentry & F ☐ Welding Works ☐ Plumbing Work ☐ Machining works (lathe, shaper, drill press, etc.) ☐ Laboratory is			equipment	☐ Electrical Works ☐ Heating, Ventilating, Air conditioning & Refrigeration ☐ Others (specify):	
Materials/Supplies/	Parts:	Available		☐ Not Available	
- Check the electrical lines (lights) at the IHK Faculty Room 2					
Filled in by PPO personnel Part/Supplies/Materials Required Manpower Re			quirement	Estimated hours/days to finished	
Filled in by the requesting party after the conduct of repair and maintenance					
by:	PPO Personnel (Name & Signature)		Satisfaction	OVER-ALL RATING	
PPO Unit		2. Slig	t Satisfied ghtly Satisfied derately Satisfied	☐ 1 Poor ☐ 3 Good	☐ 2 Fair ☐ 4 Very Good
Checked & Verified by:	PPO Head (Name & Signature)		y Satisfied remely Satisfied	Comments	& Suggestion
		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.

Page 1 of 1 FM-PPO-09 v3 02-28-2022