



PHYSICAL PLANT OFFICE

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

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION	
Filled in by requesting party	Filled in by PPO
Date filed: Feh. 28, 2024	Date received :
Building/Department :	Received by
NYTP	Name & Signature
Location : Lower Jampus	Designation/Position :
Location . When the	Designation ostion .
Bounding note 1 201 At Bellen	Request Reference :
Requesting party :	Number
Designation/Position : NSTP Director	
	-
Please check and specify the nature of service request	
Audio System (amplifier, speakers and	Tent installation/s
microphones) With Lights? Yes No	Setup Location:
With Lights? YesNo Setup Location:	No of tent:
Date & Time Needed: March /2,9,16,23 (7am-	Tent size:
Estimated Duration (hrs): 4 NFS	Fabrication/s (new cabinets, furniture, metal works and other
Land preparation, plowing & harrowing	fabrications not considered as repair and maintenance)
Location/Area covered:	Installation/s (tarpaulin, signage, new lock & knobs & other
Estimated passing trip:	installation not considered as repair and maintenance)
Site development, levelling, scrapping & backfilling	Machining works (lathe, shaper, drill press & etc.)
Location:	Landscaping (Design and Installation)
Hauling (Construction materials, office	,
equipment & etc.)	Location/Area covered:
From: To:	Other/s (Specify):
Plans, Layouts and Estimates (Drafting, floor	Strictio (Speediff)
plan/s, material & cost estimate, site inspection	
and the likes)	
	on of Service Request
Soundsystem needed for	NSTP Class (CWTS and ROTC).
ACCOMPLISHMENT	Fill die b Describe Detail
Filled in by PPO Personnel	Filled in by Requesting Party
	Service Satisfaction OVER ALL RATING
Conducted by PPO Maintenance Personnel	
(Name and Signature)	1. Not Satisfied 1. Poor 2. Fair
Date & Time	2. Slightly Satisfied 4. Very
Started	☐ 3. Moderately Satisfied ☐ 3. Good Good
Date & Time	4. Very Satisfied 5. Excellent
Finished	☐ 5. Extremely Satisfied
	Comments & Suggestion
Checked DDC Hand/Director	
8 verified PPO Head/Director	Nama & Signatura
(Name and Signature)	Name &Signature
Notes:	
	Designation/Position

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-15 V01 01-20-2023 No. 2024 -03