



### REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed	June 6, 2022
Building/Facility/ House No/ Apartment No./ Department	Eco-FARMI
Location	VSU, Visca, Baybay Leyte
Requesting party	JEROME O. ARRIBADO <i>(Signature)</i> Name & Signature
Designation/ Position	

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 type="checkbox"/> Plumbing Works	<input checked="" type="checkbox"/> Heating, Ventilating, Air conditioning & Refrigeration
<input type="checkbox"/> Machining works <i>(lathe, shaper, drill press, etc.)</i>	<input type="checkbox"/> Instrumentation equipment & Laboratory instrument	<input type="checkbox"/> Others (specify):

Materials/Supplies/Parts:  Available  Not Available

Brief Description of Repair and Maintenance
<ul style="list-style-type: none"> <li>Maintenance of Air-conditioning unit of Eco-FARMI.</li> </ul>

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

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