



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 : May 13, vory	Date received :
Building/Department :	Received by Name & Signature
Location : Lower Compus	Designation/Position :
to the second se	
Requesting party : Down Name & Signature	Request Reference : Number
Designation/Position : NSTINDirector	
Contact no./Email ;	
Please check and specify the nature of work requested:	
☐ Vehicle Repair ☐ Carpentry 8	Furniture Works Electrical Works
☐ Welding Works ☐ Plumbing W	conditioning & Reingeration
☐ Machining works ☐ Instrumenta (Lathe, shaper, drill press, etc.) ☐ Laborator	tion equipment y instrument Others (specify in the brief description below)
Brief Description of the Nature of Work Requested	
Repair of the fancet at the back of NSTP Office.	
INSPECTION (Filled in by PPO Personnel)	
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]	
☐ In-House Repair and Maintenance	
Materials/Parts Manpower Required:	Estimated hours/days of repair:
☐ Available ☐ Available	Schedule of repair:
□ Not Available □ Not Available	
Conducted:	Confirmed:
PPO Maintenance Personnel/Name & Sign	Name and Signature
Designation/Position	Designation/Position
ACCOMPLISHMENT	
Filled in by PPO Personnel	Filled in by Requesting Party
Conducted by PPO Maintenance Personnel	Service Satisfaction OVER ALL RATING
(Name and Signature)	☐ 1. Not Satisfied ☐ 1. Poor ☐ 2. Fair
Date & Time	☐ 2. Slightly Satisfied ☐ 3. Good ☐ 4. Very ☐ 3. Moderately Satisfied ☐ Good
Started Date & Time	☐ 3. Moderately Satisfied ☐ 5. Excellent ☐ Good
Finished	☐ 5. Extremely Satisfied
	Comments & Suggestion
Checked PPO Head/Director	
(Name and Signature)	Name &Signature
Notes:	Designation/Position
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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. 2024 - 02