



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

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PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party				Filled in by PP	0		
Date filed		September 22,2022		Date received	Date received :		
Building/Facility/ House No/ Apartment No./ Department		Advanced Research and Innovation Center		Received by	Name	e & Signature	
Location Visaya Univ		Visayas Unive		Designation/ Position	:		
Requesting party : Ma. Th		: Ma. Theresa		Document control number	:		
Designation/ : Cente		: Center D	irector				
Please check and specify the nature of service request							
Audio System (amplifier speakers and							
	ophones)			Tent installation/s			
Se	th Lights? Yes tup Location: te & Time Neede	No d:	_	Setup Location: No. of tent: Tent size:			
Es	Estimated Duration (hrs): Fabrication/s (new cabinets, furniture, metal works and						
					rications not considered as repair and maintenance)		
Loc	Location/Area covered: Installation/s (tarpaulin, signage, new lock & knobs & oth						
Est	Estimated passing trip: installation not considered as repair and maintenance)						
Site	Site development levelling scrapping &			Machining works (la	Machining works (lathe, shaper, drill press & etc.)		
Lo	cation:			Landscaping (Design	andscaping (Design and Installation)		
	Hauling (Construction materials, office				ocation/Area covered:		
Fro	From: To: Oth				her/s (Specify) :		
Plans, Layouts and Estimates (<i>Drafting, floor plan/s, material & cost estimate, site inspection and the likes</i>)							
Brief Description of Service Request							
Installation of metal stand for sink.							
Filled in by the requesting party after the conduct of service request							
			Service Satisfaction		OVER-ALL RATING		
			☐ 1. No	t Satisfied	☐ 1 Poor	☐ 2 Fair	
			☐ 2. Slic	ghtly Satisfied			
				derately Satisfied	☐ 3 Good	☐ 4 Very Good	
				☐ 5 Excellent			
			Yery Satisfied Extremely Satisfied	Comments & Suggestion			

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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