Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Central Philippine University**

Iloilo City, Philippines

**SERVICE REQUEST FORM**

*Facilities Maintenance and Services*

***Job to be done by:***

CARPENTRY PLUMBING

***Specify:***

 REPLACEMENT REPAIR

 INSTALLATION ASSESSMENT

 INSPECTION OTHERS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Details of work:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Amount:*** \_\_\_\_\_\_\_\_\_\_

***Unit/Department/College:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Room #:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Requested by:* *Noted by:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit Head

Acct. No.: \_\_\_\_\_\_\_\_\_\_\_ Acct. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funds Available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Vice President for Finance and Administration

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 President

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*Attending personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Satisfaction rating*: Poor Fair Satisfactory Good Excellent

*Feedback: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Work Completion Accepted by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Signature

CPU FMS Form - 001

Effective: January 30, 2023

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Iloilo City, Philippines

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*Requested by:* *Noted by:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit Head

Acct. No.: \_\_\_\_\_\_\_\_\_\_\_ Acct. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funds Available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Vice President for Finance and Administration

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 President

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**Acknowledgment of Completion:** Date Started: \_\_\_\_\_\_\_\_\_\_\_ Date Finished: \_\_\_\_\_\_\_\_\_\_\_

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Work Completion Accepted by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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