

## Job Request, Evaluation and Feedback Form

REQUEST NO. \_\_\_\_\_

DATE : \_\_\_\_\_

### I. REQUEST FOR REPAIR AND MAINTENANCE

Nature of Request:

AIRCON  
CARPENTRY

ELECTRICAL  
PLUMBING

TELEPHONE  
VEHICLE

Details of complaint: \_\_\_\_\_  
\_\_\_\_\_

  
  


Phone-in  
Walk-In  
Email / Letter

Requested by:

\_\_\_\_\_

(Signature over printed name)

\_\_\_\_\_

Office/Division/Unit

### II. EVALUATION OF REQUEST

Assigned to: \_\_\_\_\_

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

Evaluation of Work to be Undertaken	List of Materials Needed (if any)	Action Taken on the Request

Evaluated by:

Approved by:

\_\_\_\_\_

\_\_\_\_\_

Maintenance Section Staff  
Date: \_\_\_\_\_

Head, Maintenance Section  
Date: \_\_\_\_\_

### III. SATISFACTION FEEDBACK SURVEY

Acknowledgment of Work:

  


Completed  
Not Completed

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Client's Satisfaction:

  
  
  
  


5 - Extremely Satisfied  
4 - Very Satisfied  
3 - Satisfied  
2 - Dissatisfied  
1 - Extremely Dissatisfied

\_\_\_\_\_

Date

Work approved by:

Noted by:

\_\_\_\_\_

Head, Maintenance Section  
Date: \_\_\_\_\_

\_\_\_\_\_

Director, Administrative Service  
Date: \_\_\_\_\_