

	Republic of the Philippines <b>BULACAN AGRICULTURAL STATE COLLEGE</b> Pinaod, San Ildefonso, Bulacan 3010	Document No.: BASC-GEN-QSF-10
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	<b>MAINTENANCE / REPAIR REQUEST FORM</b>	Effectivity Date: 08/01/2019

Employee Name:	Employee Number:
Institute / Office:	Supervisor's Name:
Machine / Vehicle / Unit Name:	Machine / Truck / Unit Exact Location
Describe FULLY the maintenance need / repair request:	
Employee Signature:	Report Date:
Approved by:	Remarks:
Maintenance Name / Signature:	Date Finished:

Tracking No.: \_\_\_\_\_