



INFORMATION & COMMUNICATIONS TECHNOLOGY MANAGEMENT CENTER

2nd Floor DCST Building
Visca, Baybay City, Leyte, 6521-A PHILIPPINES
Telefax: (053)5250140, local 1014
Email: ict@vsu.edu.ph
Website: www.vsu.edu.ph

ICTMC JOB REQUEST FORM

Filled in by the requesting party		Filled in by ICTMC	
Date filed	: February 16, 2022	Date received	:
Dept./Office/Agency	: DLABS	Received by	: (Name and Signature)
Requesting Party	: JOHN MARTIN A. DIAO (Name and Signature)	Designation/Position	:
Requesting Dept. Head	: JETT C. QUEBEC (Name and Signature)		
Please check and specify the nature of Job Request			
<input type="checkbox"/> LAN/Internet	<input type="checkbox"/> Computer		
<input type="checkbox"/> System/Account Problem	<input type="checkbox"/> Peripherals (please specify)		
<input type="checkbox"/> Mobile/PC Registration (MAC)	<input type="checkbox"/> Others (please specify)	VERY SLOW INTERNET CONNECTIVITY	
Accessories Included	Problem(s)		
Parts/Materials/Supplies needed			
Specifications & Quantity/Units			
Technical Remarks:			

Inspected by:	Approved by:	Claimed by:
_____ ICTMC Technician Date Signed: _____	SEAN O. VILLAGONZALO ICTMC Head Date Signed: _____	_____ Name and Signature Date Claimed: _____

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1
FM-UCC-01
v1 09-22-2020

No.



VISAYAS
STATE UNIVERSITY

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ICTMC COMMENTS & SUGGESTION FORM

Filled in by the requesting party	
Service Satisfaction <input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied	Comments/Suggestions: _____ Name and Signature

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Page 1 of 1
FM-UCC-02
v1 09-22-2020

No.