



**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](http://www.vsu.edu.ph)**

| Please check and specify the nature of Job Request  |   |   |                           |
|---|---|---|---------------------------|
| Filled in by the requesting party   |   | Filled in by ICTMC  |                           |
| Date filed  | : May 21, 2025                              | Date received   | :                         |
| Dept./Office/Agency   | : Department of Agronomy                    | Received by   | :                         |
| Requesting Party  | : MILESA C. MARSADO<br>(Name and Signature) | Designation/Position  | :<br>(Name and Signature) |
| Requesting Dept. Head   | :<br>(Name and Signature)                   |   |                           |
| <input type="checkbox"/> LAN/Internet<br><input type="checkbox"/> System/Account Problem<br><input type="checkbox"/> Mobile/PC Registration (MAC) |   | <input checked="" type="checkbox"/> Computer<br><input type="checkbox"/> Peripherals (please specify)<br><input type="checkbox"/> Others (please specify) |                           |
| Accessories Included  |   | Problem(s)  |                           |
|   |   |   |                           |
| Parts/Materials/Supplies needed   |   |   |                           |
| Specifications & Quantity/Units   |   |   |                           |
|   |   |   |                           |
| Technical Remarks:  |   |   |                           |
| Inspected by:   |   | Approved by:  |                           |
| _____<br>ICTMC Technician<br>Date Signed: _____   |   | _____<br>ICTMC Head<br>Date Signed: _____   |                           |
| Claimed by:   |   |   |                           |
| _____<br>Name and Signature<br>Date Claimed: _____  |   |   |                           |

Page 1 of 1  
FM-UCC-01  
v1 09-22-2020  
No.



**INFORMATION & COMMUNICATIONS  
TECHNOLOGY MANAGEMENT CENTER**  
2<sup>nd</sup> Floor DCST Building  
Visca, Baybay City, Leyte, 6521-A PHILIPPINES  
Telefax: (053)5250140, local 1014  
Email: [ict@vsu.edu.ph](mailto:ict@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

**ICTMC COMMENTS & SUGGESTION FORM**

| Filled in by the requesting party   |  |
|---|--|
| <p align="center"><b>Service Satisfaction</b></p> <p><input type="checkbox"/> 1. Not Satisfied</p> <p><input type="checkbox"/> 2. Slightly Satisfied</p> <p><input type="checkbox"/> 3. Moderately Satisfied</p> <p><input type="checkbox"/> 4. Very Satisfied</p> <p><input type="checkbox"/> 5. Extremely Satisfied</p> | <p><b>Comments/Suggestions:</b></p><br><br><br><hr/> <p align="right">Name and Signature</p> |

Page 1 of 1  
FM-UCC-02  
v1 09-22-2020  
No.