



ICTMC JOB REQUEST FORM

Filled in by the requesting party		Filled in by ICTMC	
Date filed	: <u>December 14, 2021</u>	Date received	: _____
Dept./Office/Agency	: <u>DFST</u>	Received by	: _____ (Name and Signature)
Requesting Party	: <u>IVY C. ENRIQUE</u> (Name and Signature)	Designation/Position	: _____
Requesting Dept. Head	: <u>LORINA R. CAWAZ</u> (Name and Signature)		
Please check and specify the nature of Job Request			
<input type="checkbox"/> LAN/Internet <input type="checkbox"/> System/Account Problem <input type="checkbox"/> Mobile/PC Registration (MAC)		<input type="checkbox"/> Computer <input type="checkbox"/> Peripherals (please specify) _____ <input type="checkbox"/> Others (please specify) <u>Enroll laptop unit</u>	
Accessories Included		Problem(s)	
Parts/Materials/Supplies needed		Specifications & Quantity/Units	
Technical Remarks:			

Inspected by:	Approved by:	Claimed by:
_____ ICTMC Technician Date Signed: _____	<u>SEAN O. VILLAGONZALO</u> 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.

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FM-UCC-01
v1 09-22-2020

No.



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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No.