



**ICTMC JOB REQUEST FORM**

<b>Filled in by the requesting party</b>		<b>Filled in by ICTMC</b>	
<b>Date filed</b>	: September 3, 2024	<b>Date received</b>	:
<b>Dept./Office/Agency</b>	: ISRDS, VSU	<b>Received by</b>	: (Name and Signature)
<b>Requesting Party</b>	: ERNESTO A. GONZAGA, JR. (Name and Signature)	<b>Designation/Position</b>	:
<b>Requesting Dept. Head</b>	: LILIAN B. NUÑEZ (Name and Signature)		
<b>Please check and specify the nature of Job Request</b>			
<input checked="" type="checkbox"/> LAN/Internet	<input checked="" 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)	Biometrics machine	
<b>Accessories Included</b>		<b>Problem(s)</b>	
<b>Parts/Materials/Supplies needed</b>			
<b>Specifications &amp; Quantity/Units</b>			
<b>Technical Remarks:</b> Install the new desktop computer at the faculty room.			

<b>Inspected by:</b> _____ ICTMC Technician Date Signed: _____	<b>Approved by:</b> <u>SEAN O. VILLAGONZALO</u> ICTMC Head Date Signed: _____	<b>Claimed by:</b> _____ Name and Signature Date Claimed: _____
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**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**

<b>Filled in by the requesting party</b>	
<b>Service Satisfaction</b>	<b>Comments/Suggestions:</b>
<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	
_____ Name and Signature	