



## ICTMC JOB REQUEST FORM

Filled in by the requesting party		Filled in by ICTMC	
Date filed	: July 12, 2023	Date received	: _____
Dept./Office/Agency	: ISRDS, VSU	Received by	: _____ (Name and Signature)
Requesting Party	: ERNESTO A. GONZAGA, JR. (Name and Signature)	Designation/Position	: _____
Requesting Dept. Head	: LILIAN B. NUÑEZ (Name and Signature)		
Please check and specify the nature of Job Request			
<input checked="" 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) _____		
Accessories Included		Problem(s)	
		Reformat the desktop computer at the ISRDS Admin office.	
Parts/Materials/Supplies needed			
Specifications & Quantity/Units			
Technical Remarks:			
No internet connection (LAN) at the faculty room.			

Inspected by:	Approved by:	Claimed by:
_____	<b>SEAN O. VILLAGONZALO</b>	_____
ICTMC Technician	ICTMC Head	Name and Signature
Date Signed: _____	Date Signed: _____	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	Comments/Suggestions:
<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	          <div style="text-align: right;">_____</div> <div style="text-align: right;">Name and Signature</div>