



**VISAYAS**  
STATE UNIVERSITY

**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 JOB REQUEST FORM**

<b>Filed in by the requesting party</b> Date filed : <u>Dec. 6, 2021</u> Dept./Office/Agency : <u>OVPR-1 Research Office</u> Requesting Party : <u>CHRISTIAN RAY B. PASA</u> Requesting Dept. Head : <u>ROSA OPAREJA D. VELARDE</u>		<b>Filed in by ICTMC</b> Date received : _____ Received by : _____ Designation/Position : _____	
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 checked="" type="checkbox"/> Computer <input type="checkbox"/> Peripherals (please specify) _____ <input type="checkbox"/> Others (please specify) _____			
Accessories Included <u>External</u>		Problem(s) <u>Forgot Password</u>	
Parts/Materials/Supplies needed _____		Specifications & Quantity/Units _____	
Technical Remarks: _____			

Inspected by: _____ ICTMC Technician Date Signed: _____	Approved by: <u>SEAN O. VILLAGONZALO</u> ICTMC Head Date Signed: _____	Claimed by: _____ 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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v1 09-22-2020



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**ICTMC COMMENTS & SUGGESTION FORM**

<b>Filed in by the requesting party</b> 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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