



VISAYAS
STATE UNIVERSITY

**INFORMATION & COMMUNICATIONS
TECHNOLOGY MANAGEMENT CENTER**
2nd Floor DCST Building
Visca, Baybay City, Leyte, 6521-A PHILIPPINES
Telefac: (053) 5250140, local 1014
Email: ictm@vsu.edu.ph
Website: www.vsu.edu.ph

ICTMC JOB REQUEST FORM

Filed in by the requesting party		Filed in by ICTMC	
Date filed	: FEBRUARY 28, 2022	Date received	:
Dept./Office/Agency	: DEPARTMENT OF SOIL SCIENCE	Received by	:
Requesting Party	: LILIBETH <i>[Signature]</i> (Name and Signature)	Designation/Position	: (Name and Signature)
Requesting Dept. Head	: DR. SUZETTE <i>[Signature]</i> (Name and Signature)		
System check and specify the nature of job request			
☒ LAN/Internet		☐ Computer	
☐ System/Account Problem		☐ Peripherals (please specify) _____	
☐ Mobile/PC Registration (MAC)		☐ Others (please specify) _____	
Problems included		Problem(s)	
		LAN CAN'T CONNECT	
Particulars/Supplies needed		Specifications & Quantity/Units	
Technical Remarks:			

Inspected by:	Approved by:	Claimed by:
_____	SEAN O. VILLAGONZALO	_____
ICTMC Technician	ICTMC Head	Name and Signature
Date Signed: _____	Date Signed: _____	Date Claimed: _____

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
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

Filed in by the requesting party	
Service Satisfaction	Comments/Suggestions:
☐ 1. Not Satisfied	
☐ 2. Slightly Satisfied	
☐ 3. Moderately Satisfied	
☐ 4. Very Satisfied	
☐ 5. Extremely Satisfied	
Name and Signature _____	

Vision:
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