



## ICTMC JOB REQUEST FORM

<b>Filled in by the requesting party</b>		<b>Filled in by ICTMC</b>	
Date filed	:	Date received	:
Dept./Office/Agency	:	Received by	:
Requesting Party	:	Designation/Position	:
Requesting Dept. Head	:		:
<b>Please check and specify the nature of Job Request</b>			
<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)	
<b>Accessories Included</b>		<b>Problem(s)</b>	
<b>Parts/Materials/Supplies needed</b>		<b>Specifications &amp; Quantity/Units</b>	
<b>Technical Remarks:</b>			

<b>Inspected by:</b>	<b>Approved by:</b>	<b>Claimed by:</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

<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	          <div style="text-align: right;">_____</div> <div style="text-align: right;">Name and Signature</div>

**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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No. \_\_\_\_\_