



ICTMC JOB REQUEST FORM

<i>Filled in by the requesting party</i>		<i>Filled in by ICTMC</i>	
Date filed : April 7, 2022		Date received :	
Dept./Office/Agency : Institute of Human Kinetics		Received by :	(Name and Signature)
Requesting Party : <i>(Signature)</i>		Designation/Position :	
Requesting Dept. Head : CHARIS B. LIMBO <i>(Name and Signature)</i>			
<i>Please check and specify the nature of Job Request</i>			
<input 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)	IHK additional LAN connection	
Accessories Included		Problem(s)	
Parts/Materials/Supplies needed			
Specifications & Quantity/Units			
LAN additional connection at;			
1) Student Lounge	4) Ms. Tabudlong's Room	7) Mr. Maningo's Office	10) Mr. Cayetano's Office
2) Dance Room	5) Mr. Mazo's Room	8) Mr. Cerna's Office	11) Ms. Varron's Office
3) Rooms 101, 102, 103 & 104	6) Mrs. Sapan's Room	9) Dr. Villocino's Office	12) Mr. Bacolods Office
Technical Remarks:			

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

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