



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  
Website: www.vsu.edu.ph

### ICTMC COMMENTS & SUGGESTION FORM

- Service Satisfaction
1. Not Satisfied ☐
2. Slightly Satisfied ☐
3. Moderately Satisfied ☐
4. Very Satisfied ☐
5. Extremely Satisfied ☐

Comments/Suggestions:

Name and Signature

Filled in by the requesting party

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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FM-UCC-01  
V1 09-22-2020  
No.

Technical Remarks:

Parts/Materials/Supplies needed

Specifications & Quantity/Units

Accessories included

Problem(s)

- LAN/Internet ☒
- System/Account Problem ☐
- Mobile/PC Registration (MAC) ☐

- Computer ☐
- Peripherals (please specify) ☐
- Others (please specify) ☒

INSTALLATION OF NETWORK SWITCH

Please check and specify the nature of Job Request

Date filed

December 29, 2021

Dept./Office/Agency

Department of Physics

Requesting Party

HERMIE G. MAZO

(Name and Signature)

Requesting Dept. Head

REV RHIZZA L. AURE

(Name and Signature)

Filled in by ICTMC

### ICTMC JOB REQUEST FORM

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