



ICTMC JOB REQUEST FORM

Filled in by the requesting party		Filled in by ICTMC	
Date filed	: November 08, 2023	Date received	: _____
Dept./Office/Agency	: Advanced Research and Innovation Center	Received by	: _____ (Name and Signature)
Requesting Party	: <u>CHINELO M. CARDAÑO</u> (Name and Signature)	Designation/Position	: _____
Requesting Dept. Head	: <u>MA. THERESA F. LORETO</u> (Name and Signature)		

Please check and specify the nature of Job Request

- | | |
|---|---|
| <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) _____ |

Accessories Included	Problem(s)
VOIP Phone	To install one (1) VOIP phone in one of the faculty rooms.

Parts/Materials/Supplies needed	Specifications & Quantity/Units

Technical Remarks:

Inspected by:	Approved by:	Claimed by:
_____ ICTMC Technician Date Signed: _____	<u>SEAN O. VILLAGONZALO</u> 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.



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 <input type="checkbox"/> 5. Extremely Satisfied	
Name and Signature _____	

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