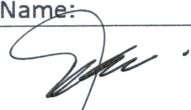

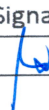


	DENR-PENRO Marinduque	Page No.	Page 1
	<i>PENRO Information and Communication Technology Unit (PICTu)</i>	Revision No.	1
	SERVICE REQUEST FORM (SRF)	Effectivity	04/01/2021

Reminder: Please complete this form and submit it at the PICTu service desk located at 2nd flr. DENR PENRO Main Bldg., or email a scanned copy to penromarinduque@denr.gov.ph. Once processed, a Technical Support Representative will contact you to schedule service.

Ticket No: 2021-1104-01

Date (mm/dd/yyyy): / /

Requester's Information				
Name: <u>JORENCIO F. PASTORAL</u>		Position/Designation: <u>CHIEF ME3</u>		
Division/Section/Unit: <u>ME3</u>		Building/Room/Flr:		
Phone:		Email Address:		
Request Information				
Type of request:				
<input type="checkbox"/> Technical Assistance <div> <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Local Area Network <input type="checkbox"/> Information Systems <input type="checkbox"/> Databases </div>				
<input type="checkbox"/> Database System Assistance (In-house) <div> <input type="checkbox"/> New User <input type="checkbox"/> Change Password <input type="checkbox"/> System Modification </div>				
<input type="checkbox"/> Website <div> <input type="checkbox"/> Posting <input type="checkbox"/> E-mail Assistance </div>				
<input type="checkbox"/> Asset/Borrow <div> <input type="checkbox"/> Hardware Components <input type="checkbox"/> Peripherals <input type="checkbox"/> Tools </div>				
<input checked="" type="checkbox"/> Others (specify): <u>Zoom link</u>				
DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)				
<u>Conduct of DENRO Training on November 10-11, 2021 via Zoom</u>				
Authorization				
All requests for service must be approved by the appropriate supervisor (at least division chief, OIC, immediate supervisor or next in rank staff) of the requester. By signing below the manager/supervisor certifies that the service is required.				
Supervisor's Full Name:		Supervisor's Position/Title:		
		<u> </u> / <u> </u> / <u> </u> Date (mm/dd/yyyy):		
Supervisor's Signature		Date (mm/dd/yyyy):		
Infrastructure Service Authorization				
All requests for service must be coordinated with and signed by the Chief of PICTu or his/her authorized representative.				
Full Name: <u>Mark Ryan S. Lwada</u>		Position/Title: <u>ISAT II</u>		
		<u>11</u> / <u>04</u> / <u>2021</u> Date (mm/dd/yyyy):		
Signature		Date (mm/dd/yyyy):		
For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>11/04/2021</u>	<u>12:47 PM</u>	<u>Zoom link, ID & passcode provided</u>	<u>MR Lwada</u>	


Feedback Rating: ☒ Excellent ☐ Very Satisfactory ☐ Satisfactory ☐ Unsatisfactory ☐ Poor

Released by:

Received by:

Signature over printed name / /
Date (mm/dd/yyyy)

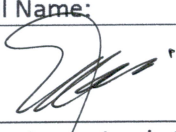

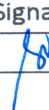
Signature over printed name / /
Date (mm/dd/yyyy)

	DENR-PENRO Marinduque	Page No.	Page 1
	PENRO Information and Communication Technology Unit (PICTu)	Revision No.	1
	SERVICE REQUEST FORM (SRF)	Effectivity	04/01/2021

Reminder: Please complete this form and submit it at the PICTu service desk located at 2nd flr. DENR PENRO Main Bldg., or email a scanned copy to penromarinduque@denr.gov.ph. Once processed, a Technical Support Representative will contact you to schedule service.

Ticket No: 2021-1104-02

Date (mm/dd/yyyy): / /

Requester's Information				
Name: <u>FLORENCIO F PASTORAL</u>		Position/Designation: <u>CHIEF MES</u>		
Division/Section/Unit: <u>MES</u>		Building/Room/Flr: <u> </u>		
Phone: <u> </u>		Email Address: <u> </u>		
Request Information				
Type of request:				
<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Local Area Network <input type="checkbox"/> Information Systems <input type="checkbox"/> Databases <input type="checkbox"/> Database System Assistance (In-house) <input type="checkbox"/> New User <input type="checkbox"/> Change Password <input type="checkbox"/> System Modification <input type="checkbox"/> Website <input type="checkbox"/> Posting <input type="checkbox"/> E-mail Assistance <input type="checkbox"/> Asset/Borrow <input type="checkbox"/> Hardware Components <input type="checkbox"/> Peripherals <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Others (specify): <u>Zoom link</u>				
DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)				
<u>Conduct of DENRO Training on November 10-11, 2021 via Zoom</u>				
Authorization				
All requests for service must be approved by the appropriate supervisor (at least division chief, OIC, immediate supervisor or next in rank staff) of the requester. By signing below the manager/supervisor certifies that the service is required.				
Supervisor's Full Name: <u> </u>		Supervisor's Position/Title: <u> </u>		
 <u> </u> Supervisor's Signature		<u> </u> / <u> </u> / <u> </u> Date (mm/dd/yyyy):		
Infrastructure Service Authorization				
All requests for service must be coordinated with and signed by the Chief of PICTu or his/her authorized representative.				
Full Name: <u>Mark Ryan S. Wrada</u>		Position/Title: <u>ISAN</u>		
 <u> </u> Signature		<u>11</u> / <u>04</u> / <u>2021</u> Date (mm/dd/yyyy):		
For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>11/04/2021</u>	<u>12:48 PM</u>	<u>Zoom link, ID & password provided</u>	<u>MRWrada</u>	

Feedback Rating: ☒ Excellent ☐ Very Satisfactory ☐ Satisfactory ☐ Unsatisfactory ☐ Poor

Released by:

Received by:

 / /
Signature over printed name Date (mm/dd/yyyy)

 / /
Signature over printed name Date (mm/dd/yyyy)

	DENR-PENRO Marinduque	Page No.	Page 1
	<i>PENRO Information and Communication Technology Unit (PICTu)</i>	Revision No.	1
	SERVICE REQUEST FORM (SRF)	Effectivity	04/01/2021

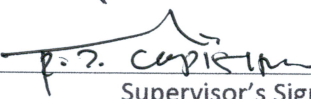
Reminder: Please complete this form and submit it at the PICTu service desk located at 2nd flr. DENR PENRO Main Bldg., or email a scanned copy to penromarinduque@denr.gov.ph. Once processed, a Technical Support Representative will contact you to schedule service.


Ticket No: 2021-1108-01 Date (mm/dd/yyyy): 11 / 08 / 2021


Requester's Information	
Name: <u>Michelle Macariola</u>	Position/Designation: <u>SWEET-EnMO</u>
Division/Section/Unit: <u>EMS - Marinduque</u>	Building/Room/Flr: <u>2nd Floor</u>
Phone: <u>0</u>	Email Address: <u>Salvador.mitch1996@gmail.com</u>

Request Information	
Type of request:	
<input checked="" type="checkbox"/> Technical Assistance	
<input checked="" type="checkbox"/> Hardware	<input type="checkbox"/> Software
<input type="checkbox"/> Local Area Network	<input type="checkbox"/> Information Systems
<input type="checkbox"/> Databases	
Database System Assistance (In-house)	
<input type="checkbox"/> New User	<input type="checkbox"/> Change Password
<input type="checkbox"/> System Modification	
Website	
<input type="checkbox"/> Posting	E-mail
<input type="checkbox"/> Assistance	
Asset/Borrow	
<input type="checkbox"/> Hardware Components	<input type="checkbox"/> Peripherals
<input type="checkbox"/> Tools	
<input type="checkbox"/> Others (specify): _____	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>computer not working no display</u>

Authorization	
All requests for service must be approved by the appropriate supervisor (at least division chief, OIC, immediate supervisor or next in rank staff) of the requester. By signing below the manager/supervisor certifies that the service is required.	
Supervisor's Full Name: <u>Rolando Capistrano</u>	Supervisor's Position/Title: <u>Chief, EMS - Marinduque</u>
<u></u>	<u>08 / 11 / 2021</u>
Supervisor's Signature	Date (mm/dd/yyyy):

Infrastructure Service Authorization	
All requests for service must be coordinated with and signed by the Chief of PICTu or his/her authorized representative.	
Full Name: <u>J. Miciano</u>	Position/Title: <u>IT</u>
<u></u>	<u>11 / 08 / 2021</u>
Signature	Date (mm/dd/yyyy):

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>11/8/21</u>	<u>2:10</u>	<u>organized computer desktop</u>	<u>SV</u>	<u></u>


Feedback Rating:	<input checked="" type="checkbox"/> Excellent	<input type="checkbox"/> Very Satisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Poor
-------------------------	---	--	---------------------------------------	---	-------------------------------

Released by: 
Signature over printed name

11/8/21
Date (mm/dd/yyyy)

Received by: 
Signature over printed name

08 / 11 / 2021
Date (mm/dd/yyyy)

	DENR-PENRO Marinduque	Page No.	Page 1
	<i>PENRO Information and Communication Technology Unit (PICTu)</i>	Revision No.	1
	SERVICE REQUEST FORM (SRF)	Effectivity	04/01/2021

Reminder: Please complete this form and submit it at the PICTu service desk located at 2nd flr. DENR PENRO Main Bldg., or email a scanned copy to penromarinduque@denr.gov.ph. Once processed, a Technical Support Representative will contact you to schedule service.

Ticket No: 2021-1110-01

Date (mm/dd/yyyy): 11 / 10 / 21

Requester's Information	
Name: <u>Janine Mae M. Semilla</u>	Position/Designation: <u>Data Encoder</u>
Division/Section/Unit: <u>Admin Sec</u>	Building/Room/Flr:
Phone:	Email Address:

Request Information	
Type of request:	
<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Local Area Network <input type="checkbox"/> Information Systems <input type="checkbox"/> Databases <input type="checkbox"/> Database System Assistance (In-house) <input type="checkbox"/> New User <input type="checkbox"/> Change Password <input type="checkbox"/> System Modification <input type="checkbox"/> Website <input type="checkbox"/> E-mail Assistance <input type="checkbox"/> Posting <input type="checkbox"/> Asset/Borrow <input type="checkbox"/> Hardware Components <input type="checkbox"/> Peripherals <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Others (specify): <u>Zoom Link</u>	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>Request for Zoom link for the screening of Applicants for Cartographer I on November 12, 2021 (Friday) 9:00am onwards.</u>

Authorization	
All requests for service must be approved by the appropriate supervisor (at least division chief, OIC, immediate supervisor or next in rank staff) of the requester. By signing below the manager/supervisor certifies that the service is required.	
Supervisor's Full Name: <u>EDEN D. PALACIOS</u>	Supervisor's Position/Title: <u>Adm. Officer II</u>
<u>[Signature]</u> Supervisor's Signature	<u>11 / 10 / 21</u> Date (mm/dd/yyyy):

Infrastructure Service Authorization	
All requests for service must be coordinated with and signed by the Chief of PICTu or his/her authorized representative.	
Full Name: <u>MMwzada</u>	Position/Title: <u>ISAT</u>
<u>[Signature]</u> Signature	<u>11 / 10 / 2021</u> Date (mm/dd/yyyy):

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>11/10/2021</u>	<u>11:56 AM</u>	<u>Zoom link, Passcode & ID provided</u>	<u>MMwzada</u>	<u>[Signature]</u>

Feedback Rating: <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Poor

	DENR-PENRO Marinduque	Page No.	Page 1
	PENRO Information and Communication Technology Unit (PICTu)	Revision No.	1
	SERVICE REQUEST FORM (SRF)	Effectivity	04/01/2021

Reminder: Please complete this form and submit it at the PICTu service desk located at 2nd flr. DENR PENRO Main Bldg., or email a scanned copy to penromarinduque@denr.gov.ph. Once processed, a Technical Support Representative will contact you to schedule service.

Ticket No: 2021-1111-01 Date (mm/dd/yyyy): 11 / 11 / 21

Requester's Information	
Name: <u>LORENA R. PERNIA</u>	Position/Designation: <u>ADMINISTRATIVE AIDE YI</u>
Division/Section/Unit: <u>ISD/RPS</u>	Building/Room/Flr:
Phone:	Email Address:

Request Information	
Type of request:	
<input checked="" type="checkbox"/> Technical Assistance <input checked="" type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Local Area Network <input type="checkbox"/> Information Systems <input type="checkbox"/> Databases <input type="checkbox"/> Database System Assistance (In-house) <input type="checkbox"/> New User <input type="checkbox"/> Change Password <input type="checkbox"/> System Modification <input type="checkbox"/> Website <input type="checkbox"/> Posting <input type="checkbox"/> E-mail Assistance <input type="checkbox"/> Asset/Borrow <input type="checkbox"/> Hardware Components <input type="checkbox"/> Peripherals <input type="checkbox"/> Tools <input type="checkbox"/> Others (specify): _____	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>EPSON PRINTER L360 roller assembly</u>

Authorization	
All requests for service must be approved by the appropriate supervisor (at least division chief, OIC, immediate supervisor or next in rank staff) of the requester. By signing below the manager/supervisor certifies that the service is required.	
Supervisor's Full Name: _____	Supervisor's Position/Title: _____
<u>[Signature]</u> Supervisor's Signature	<u>11 / 11 / 21</u> Date (mm/dd/yyyy):

Infrastructure Service Authorization	
All requests for service must be coordinated with and signed by the Chief of PICTu or his/her authorized representative.	
Full Name: <u>JUANITA</u>	Position/Title: <u>JO</u>
<u>[Signature]</u> Signature	<u>11 / 11 / 21</u> Date (mm/dd/yyyy):

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>11/11/21</u>	<u>10:30am</u>	<u>repaired EPSON PRINTER</u>	<u>JO</u>	<u>[Signature]</u>

Feedback Rating: <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Poor

Released by: <u>[Signature]</u> Signature over printed name	<u>11 / 11 / 21</u> Date (mm/dd/yyyy)	Received by: _____ Signature over printed name	<u>11 / 11 / 21</u> Date (mm/dd/yyyy)
--	--	---	--

	DENR-PENRO Marinduque	Page No.	Page 1
	<i>PENRO Information and Communication Technology Unit (PICTu)</i>	Revision No.	1
	SERVICE REQUEST FORM (SRF)	Effectivity	04/01/2021

Reminder: Please complete this form and submit it at the PICTu service desk located at 2nd flr. DENR PENRO Main Bldg., or email a scanned copy to penromarinduque@denr.gov.ph. Once processed, a Technical Support Representative will contact you to schedule service.

Ticket No: 2021-1116-001 **Date (mm/dd/yyyy):** 11 / 16 / 21

Requester's Information	
Name: <u>Janine Mone Semilla</u>	Position/Designation: <u>Data Encoder</u>
Division/Section/Unit: <u>Admin Sec.</u>	Building/Room/Flr:
Phone:	Email Address:

Request Information	
Type of request:	
Technical Assistance <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Local Area Network <input type="checkbox"/> Information Systems <input checked="" type="checkbox"/> Databases Database System Assistance (In-house) <input type="checkbox"/> New User <input type="checkbox"/> Change Password <input type="checkbox"/> System Modification Website <input type="checkbox"/> Posting <input type="checkbox"/> E-mail Assistance Asset/Borrow <input type="checkbox"/> Hardware Components <input type="checkbox"/> Peripherals <input type="checkbox"/> Tools <input type="checkbox"/> Others (specify): _____	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)

Diametric Registration of Mr. Arnolfo M. Lazo Jr. new hired Forest Protection Officer
(384, 163)


Authorization	
All requests for service must be approved by the appropriate supervisor (at least division chief, OIC, immediate supervisor or next in rank staff) of the requester. By signing below the manager/supervisor certifies that the service is required.	
Supervisor's Full Name: <u>Eden P. Palacios</u>	Supervisor's Position/Title: <u>AO IV (HRMO II)</u>
<u>EPalacios</u> Supervisor's Signature	<u>11 / 16 / 2021</u> Date (mm/dd/yyyy):

Infrastructure Service Authorization	
All requests for service must be coordinated with and signed by the Chief of PICTu or his/her authorized representative.	
Full Name: <u>Mark Ryan S. Lazo</u>	Position/Title: <u>ISA II</u>
<u>[Signature]</u> Signature	<u>11 / 16 / 2021</u> Date (mm/dd/yyyy):

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>11/16/2021</u>	<u>02:48 PM</u>	<u>Successfully registered in the biometrics</u>	<u>MR Lazo</u>	<u>[Signature]</u>

Feedback Rating: <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Poor

Released by: _____ Received by: _____

	DENR-PENRO Marinduque	Page No.	Page 1
	<i>PENRO Information and Communication Technology Unit (PICTu)</i>	Revision No.	1
	SERVICE REQUEST FORM (SRF)	Effectivity	04/01/2021

Reminder: Please complete this form and submit it at the PICTu service desk located at 2nd flr. DENR PENRO Main Bldg., or email a scanned copy to penromarinduque@denr.gov.ph. Once processed, a Technical Support Representative will contact you to schedule service.

Ticket No: 2021-1117-001

Date (mm/dd/yyyy): 11 / 17 / 21

Requester's Information				
Name: <u>Janine Mae Samilla</u>		Position/Designation: <u>Data Encoder</u>		
Division/Section/Unit: <u>Admin</u>		Building/Room/Flr:		
Phone:		Email Address:		
Request Information				
Type of request:				
<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Local Area Network <input type="checkbox"/> Information Systems <input checked="" type="checkbox"/> Databases Database System Assistance (In-house) <input type="checkbox"/> New User <input type="checkbox"/> Change Password <input type="checkbox"/> System Modification Website E-mail <input type="checkbox"/> Posting <input type="checkbox"/> Assistance Asset/Borrow <input type="checkbox"/> Hardware Components <input type="checkbox"/> Peripherals <input type="checkbox"/> Tools <input type="checkbox"/> Others (specify): _____				
DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)				
<u>Biometric Registration at Technical Dept. (385, 164)</u> <u>Aya Mae S. Liaguno</u> <u>Office Support Staff (New Hired)</u>				
Authorization				
All requests for service must be approved by the appropriate supervisor (at least division chief, OIC, immediate supervisor or next in rank staff) of the requester. By signing below the manager/supervisor certifies that the service is required.				
Supervisor's Full Name: <u>Eden P. Palacios</u>		Supervisor's Position/Title: <u>AO IV (HRMoll)</u>		
<u>E. Palacios</u> Supervisor's Signature		<u>11 / 17 / 21</u> Date (mm/dd/yyyy):		
Infrastructure Service Authorization				
All requests for service must be coordinated with and signed by the Chief of PICTu or his/her authorized representative.				
Full Name: <u>MARC MYAN S. WIRADA</u>		Position/Title: <u>ISA II</u>		
<u>M. Wirada</u> Signature		<u>11 / 17 / 2021</u> Date (mm/dd/yyyy):		
For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>11/17/2021</u>	<u>11:57 AM</u>	<u>Successfully registered in the biometrics</u>	<u>M. Wirada</u>	<u>M. Wirada</u>


Feedback Rating: <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Poor
--

Released by:

Received by:

Signature over printed name / /
Date (mm/dd/yyyy)

Signature over printed name / /
Date (mm/dd/yyyy)

	DENR-PENRO Marinduque	Page No.	Page 1
	<i>PENRO Information and Communication Technology Unit (PICTu)</i>	Revision No.	1
	SERVICE REQUEST FORM (SRF)	Effectivity	04/01/2021

Reminder: Please complete this form and submit it at the PICTu service desk located at 2nd flr. DENR PENRO Main Bldg., or email a scanned copy to penromarinduque@denr.gov.ph. Once processed, a Technical Support Representative will contact you to schedule service.

Ticket No: 2021-1117-002 Date (mm/dd/yyyy): 11 / 17 / 21

Requester's Information	
Name: <u>Janine Mae M. Semilla</u>	Position/Designation: <u>Data Encoder</u>
Division/Section/Unit:	Building/Room/Fir:
Phone:	Email Address:

Request Information	
Type of request:	
<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Local Area Network <input type="checkbox"/> Information Systems <input checked="" type="checkbox"/> Databases <input type="checkbox"/> Database System Assistance (In-house) <input type="checkbox"/> New User <input type="checkbox"/> Change Password <input type="checkbox"/> System Modification <input type="checkbox"/> Website <input type="checkbox"/> Posting <input type="checkbox"/> E-mail Assistance <input type="checkbox"/> Asset/Borrow <input type="checkbox"/> Hardware Components <input type="checkbox"/> Peripherals <input type="checkbox"/> Tools <input type="checkbox"/> Others (specify): _____	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>Biometric Registration to Technical Dept (386, 165)</u> <u>Sarah Jane D. Sena</u> <u>Office Support Staff</u>


Authorization	
All requests for service must be approved by the appropriate supervisor (at least division chief, OIC, immediate supervisor or next in rank staff) of the requester. By signing below the manager/supervisor certifies that the service is required.	
Supervisor's Full Name: <u>Eden P. Palacios</u>	Supervisor's Position/Title: <u>Adm (Hermal)</u>
<u>EPalacios</u> Supervisor's Signature	<u>11 / 17 / 21</u> Date (mm/dd/yyyy):

Infrastructure Service Authorization	
All requests for service must be coordinated with and signed by the Chief of PICTu or his/her authorized representative.	
Full Name: <u>Mark Ryan S. Wanda</u>	Position/Title: <u>ISAT</u>
<u>for</u> Signature	<u>11 / 17 / 2021</u> Date (mm/dd/yyyy):

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>11/17/21</u>	<u>01:47 PM</u>	<u>Successfully registered in the biometrics</u>	<u>MMWanda</u>	<u>for</u>

Feedback Rating: <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Poor

Released by: _____	Received by: _____
Signature over printed name	Signature over printed name
<u>11 / 17 / 21</u> Date (mm/dd/yyyy)	<u>11 / 17 / 21</u> Date (mm/dd/yyyy)

	DENR-PENRO Marinduque	Page No.	Page 1
	PENRO Information and Communication Technology Unit (PICTu)	Revision No.	1
	SERVICE REQUEST FORM (SRF)	Effectivity	04/01/2021

Reminder: Please complete this form and submit it at the PICTu service desk located at 2nd flr. DENR PENRO Main Bldg., or email a scanned copy to penromarinduque@denr.gov.ph. Once processed, a Technical Support Representative will contact you to schedule service.

Ticket No: 2021-1119-01 Date (mm/dd/yyyy): 11 / 1 / 2021

Requester's Information

Name: PETERLYN P. MANAHAN

Title: ADMINISTRATIVE ASSISTANT

Office:

Building/Room/Flr:

Phone: 09469607828

Email Address:

Request Information

Type of request:

Technical Assistance

☐ Hardware
☐ Software
☐ Local Area Network
☐ Information Systems
☐ Databases

Database System Assistance (In-house)

☐ New User
☐ Change Password
☐ System Modification

Website

☐ Posting

E-mail

☐ Assistance

Asset/Borrow

☒ Hardware Components
☐ Peripherals
☐ Tools

☐ Others (specify):

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)

BORROW a COMPUTER Laptop c/o MRS. manahan

Authorization

All requests for service must be approved by the appropriate **supervisor (at least division chief, OIC, immediate supervisor or next in rank staff)** of the requester. By signing below the manager/supervisor certifies that the service is required.

Full Name:

Position/Title:

[Signature]

11 / 1 / 2021
Date (mm/dd/yyyy):

Infrastructure Service Authorization

All requests for service must be coordinated with and signed by the Chief of PICTu or his/her authorized representative.

Full Name:

Position/Title:

J. Micael

11 / 1 / 2021
Date (mm/dd/yyyy):

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)

Date	Time	Action Taken	Action Staff	Signature
<u>11/19/21</u>	<u>4:32</u>	<u>BORROW a Computer Laptop</u>	<u>J</u>	<u>[Signature]</u>

Feedback Rating:

☒ Excellent
☐ Very Satisfactory
☐ Satisfactory
☐ Unsatisfactory
☐ Poor

Released by:

[Signature]
Signature over printed name


11/19/21
Date (mm/dd/yyyy)

Received by:

PETERLYN P. MANAHAN
Signature over printed name

11/19/21
Date (mm/dd/yyyy)

filename: PICTu Service Request Form 01 April 2021-1.docx

	DENR-PENRO Marinduque	Page No.	Page 1
	<i>PENRO Information and Communication Technology Unit (PICTu)</i>	Revision No.	1
	SERVICE REQUEST FORM (SRF)	Effectivity	04/01/2021

Reminder: Please complete this form and submit it at the PICTu service desk located at 2nd flr. DENR PENRO Main Bldg., or email a scanned copy to penromarinduque@denr.gov.ph. Once processed, a Technical Support Representative will contact you to schedule service.

Ticket No: 2021-1119-02 Date (mm/dd/yyyy): 11 / 19 / 21

Requester's Information	
Name: <u>Janine Mae M. Semilla</u>	Position/Designation: <u>Data Encoder</u>
Division/Section/Unit: <u>Admin Sec.</u>	Building/Room/Flr:
Phone:	Email Address:

Request Information	
Type of request:	
<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Local Area Network <input type="checkbox"/> Information Systems <input type="checkbox"/> Databases <input type="checkbox"/> Database System Assistance (In-house) <input type="checkbox"/> New User <input type="checkbox"/> Change Password <input type="checkbox"/> System Modification <input type="checkbox"/> Website <input type="checkbox"/> Posting <input type="checkbox"/> E-mail Assistance <input type="checkbox"/> Asset/Borrow <input type="checkbox"/> Hardware Components <input type="checkbox"/> Peripherals <input type="checkbox"/> Tools <input type="checkbox"/> Others (specify): _____	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
Requesting for Zoom link for the Deliberation of the vacant positions on November 24, 2021 at 9:00AM onwards.

Authorization	
All requests for service must be approved by the appropriate supervisor (at least division chief, OIC, immediate supervisor or next in rank staff) of the requester. By signing below the manager/supervisor certifies that the service is required.	
Supervisor's Full Name: <u>Eden P. Palacios</u>	Supervisor's Position/Title: <u>AOIV (Hermolillo)</u>
<u>EPalacios</u> Supervisor's Signature	<u>11 / 19 / 21</u> Date (mm/dd/yyyy):

Infrastructure Service Authorization	
All requests for service must be coordinated with and signed by the Chief of PICTu or his/her authorized representative.	
Full Name: <u>MARK ANAN S. WZADA</u>	Position/Title: <u>ISA II</u>
<u>[Signature]</u> Signature	<u>11 / 19 / 2021</u> Date (mm/dd/yyyy):

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>11/19/2021</u>	<u>04:29 PM</u>	<u>Zoom link, ID & Passcode provided</u>	<u>MR Wzada</u>	<u>[Signature]</u>

Feedback Rating: <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Poor

Released by: <u>[Signature]</u> Signature over printed name	<u>11 / 19 / 21</u> Date (mm/dd/yyyy)	Received by: _____ Signature over printed name	<u>1 / 1</u> Date (mm/dd/yyyy)
--	--	---	-----------------------------------

	DENR-PENRO Marinduque	Page No.	Page 1
	PENRO Information and Communication Technology Unit (PICTu)	Revision No.	1
	SERVICE REQUEST FORM (SRF)	Effectivity	04/01/2021

Reminder: Please complete this form and submit it at the PICTu service desk located at 2nd flr. DENR PENRO Main Bldg., or email a scanned copy to penromarinduque@denr.gov.ph. Once processed, a Technical Support Representative will contact you to schedule service.

Ticket No: 2021-1119-03

Date (mm/dd/yyyy): 11 / 19 / 21

Requester's Information	
Name: <u>Janine Mae M. Sevilla</u>	Position/Designation: <u>Data Encoder</u>
Division/Section/Unit: <u>Admin Section</u>	Building/Room/Flr:
Phone:	Email Address:

Request Information	
Type of request:	
<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Local Area Network <input type="checkbox"/> Information Systems <input type="checkbox"/> Databases <input type="checkbox"/> Database System Assistance (In-house) <input type="checkbox"/> New User <input type="checkbox"/> Change Password <input type="checkbox"/> System Modification <input type="checkbox"/> Website <input type="checkbox"/> Posting <input type="checkbox"/> E-mail Assistance <input type="checkbox"/> Asset/Borrow <input type="checkbox"/> Hardware Components <input type="checkbox"/> Peripherals <input type="checkbox"/> Tools <input type="checkbox"/> Others (specify): _____	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>Requesting for Technical Support for the Deliberation of the Vacant Positions on November 24, 2021 at 9:00AM onwards</u>

Authorization	
All requests for service must be approved by the appropriate supervisor (at least division chief, OIC, immediate supervisor or next in rank staff) of the requester. By signing below the manager/supervisor certifies that the service is required.	
Supervisor's Full Name: <u>Eden P. Palacios</u>	Supervisor's Position/Title: <u>PO IV (HRM II)</u>
<u>EPalacios</u> Supervisor's Signature	<u>11 / 19 / 21</u> Date (mm/dd/yyyy):

Infrastructure Service Authorization	
All requests for service must be coordinated with and signed by the Chief of PICTu or his/her authorized representative.	
Full Name: <u>J. M. ...</u>	Position/Title: <u>...</u>
<u>[Signature]</u> Signature	<u>11 / 24 / 21</u> Date (mm/dd/yyyy):

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>11/24/21</u>	<u>9:00</u>	<u>technical support</u>	<u>JS</u>	<u>[Signature]</u>

Feedback Rating: <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Poor
--

Released by: <u>[Signature]</u> Signature over printed name <u>13 - y-m-c</u>	Received by: <u>11 / 24 / 21</u> Date (mm/dd/yyyy)	Received by: _____ Signature over printed name <u>1 / 1</u> Date (mm/dd/yyyy)
---	---	--

	DENR-PENRO Marinduque	Page No.	Page 1
	<i>PENRO Information and Communication Technology Unit (PICTu)</i>	Revision No.	1
	SERVICE REQUEST FORM (SRF)	Effectivity	04/01/2021

Reminder: Please complete this form and submit it at the PICTu service desk located at 2nd flr. DENR PENRO Main Bldg., or email a scanned copy to penromarinduque@denr.gov.ph. Once processed, a Technical Support Representative will contact you to schedule service.

Ticket No: 2021-1119-04 Date (mm/dd/yyyy): 11 / 19 / 21

Requester's Information	
Name: <u>Janine Mae M. Semilla</u>	Position/Designation:
Division/Section/Unit:	Building/Room/Flr:
Phone:	Email Address:

Request Information	
Type of request:	
<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Local Area Network <input type="checkbox"/> Information Systems <input type="checkbox"/> Databases <input type="checkbox"/> Database System Assistance (In-house) <input type="checkbox"/> New User <input type="checkbox"/> Change Password <input type="checkbox"/> System Modification <input type="checkbox"/> Website <input type="checkbox"/> Posting <input type="checkbox"/> E-mail Assistance <input type="checkbox"/> Asset/Borrow <input type="checkbox"/> Hardware Components <input type="checkbox"/> Peripherals <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Others (specify): <u>Projector</u>	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
To Borrow projector for the Deliberation of the vacant positions on November 24, 2021 at 9:00am onwards.

Authorization	
All requests for service must be approved by the appropriate supervisor (at least division chief, OIC, immediate supervisor or next in rank staff) of the requester. By signing below the manager/supervisor certifies that the service is required.	
Supervisor's Full Name: <u>Eden P. Palacios</u>	Supervisor's Position/Title: <u>AOIV (HRMO II)</u>
<u>E. Palacios</u> Supervisor's Signature	<u>11 / 19 / 21</u> Date (mm/dd/yyyy):


Infrastructure Service Authorization	
All requests for service must be coordinated with and signed by the Chief of PICTu or his/her authorized representative.	
Full Name: <u>J. Miao</u>	Position/Title: <u>IT</u>
<u>J. Miao</u> Signature	<u>11 / 24 / 21</u> Date (mm/dd/yyyy):

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>11/24/21</u>	<u>9:00</u>	<u>story sound system</u>	<u>J</u>	<u>J</u>

Feedback Rating: <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Poor

Released by: J.
 Signature over printed name Date (mm/dd/yyyy): 11 / 24 / 21

Received by: _____
 Signature over printed name Date (mm/dd/yyyy): 1 / 1

	DENR-PENRO Marinduque	Page No.	Page 1
	<i>PENRO Information and Communication Technology Unit (PICTu)</i>	Revision No.	1
	SERVICE REQUEST FORM (SRF)	Effectivity	04/01/2021

Reminder: Please complete this form and submit it at the PICTu service desk located at 2nd flr. DENR PENRO Main Bldg., or email a scanned copy to penromarinduque@denr.gov.ph. Once processed, a Technical Support Representative will contact you to schedule service.

Ticket No: 2021-1122-01 Date (mm/dd/yyyy): 11 / 22 / 21

Requester's Information	
Name: <u>Janine Mae M. Samilla</u>	Position/Designation: <u>Data Encoder</u>
Division/Section/Unit: <u>Admin Sec.</u>	Building/Room/Flr:
Phone:	Email Address:

Request Information	
Type of request:	
<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Local Area Network <input type="checkbox"/> Information Systems <input checked="" type="checkbox"/> Databases <input type="checkbox"/> Database System Assistance (In-house) <input type="checkbox"/> New User <input type="checkbox"/> Change Password <input type="checkbox"/> System Modification <input type="checkbox"/> Website <input type="checkbox"/> Posting <input type="checkbox"/> E-mail Assistance <input type="checkbox"/> Asset/Borrow <input type="checkbox"/> Hardware Components <input type="checkbox"/> Peripherals <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Others (specify): <u>BIOMETRIC REGISTRATION</u>	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>Biometric Registration of New Hired Forest Protection Officer</u> <u>Tristan Joshua O. Saet</u> <u>11 - # 323</u>


Authorization	
All requests for service must be approved by the appropriate supervisor (at least division chief, OIC, immediate supervisor or next in rank staff) of the requester. By signing below the manager/supervisor certifies that the service is required.	
Supervisor's Full Name: <u>Eden P. Palacios</u>	Supervisor's Position/Title: <u>As IV (HRMoll)</u>
<u>EPalacios</u> Supervisor's Signature	<u>11 / 22 / 21</u> Date (mm/dd/yyyy):

Infrastructure Service Authorization	
All requests for service must be coordinated with and signed by the Chief of PICTu or his/her authorized representative.	
Full Name: <u>SMIClang</u>	Position/Title: <u>IT</u>
<u>[Signature]</u> Signature	<u>11 / 22 / 21</u> Date (mm/dd/yyyy):

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>11/22/21</u>	<u>11:30</u>	<u>BIOMETRIC REGISTRATION</u>	<u>JS</u>	<u>[Signature]</u>

Feedback Rating: <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Poor
--

Released by: <u>[Signature]</u>	Received by: <u>[Signature]</u>
Signature over printed name	Signature over printed name
<u>11/22/21</u>	<u>11/22/21</u>
Date (mm/dd/yyyy)	Date (mm/dd/yyyy)

	DENR-PENRO Marinduque	Page No.	Page 1
	PENRO Information and Communication Technology Unit (PICTu)	Revision No.	1
	SERVICE REQUEST FORM (SRF)	Effectivity	04/01/2021

Reminder: Please complete this form and submit it at the PICTu service desk located at 2nd flr. DENR PENRO Main Bldg., or email a scanned copy to penromarinduque@denr.gov.ph. Once processed, a Technical Support Representative will contact you to schedule service.

Ticket No: 2021-103-01 Date (mm/dd/yyyy): 11 / 1 / 23 / 2021

Requester's Information	
Name: <u>ALVIN L. PERGAS</u>	Position/Designation: <u>EMs 1</u>
Division/Section/Unit: <u>PAMD</u>	Building/Room/Flr:
Phone: <u>332-1927</u>	Email Address:

Request Information	
Type of request:	
<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Local Area Network <input type="checkbox"/> Information Systems <input type="checkbox"/> Databases <input type="checkbox"/> Database System Assistance (In-house) <input type="checkbox"/> New User <input type="checkbox"/> Change Password <input type="checkbox"/> System Modification <input type="checkbox"/> Website <input type="checkbox"/> Posting <input type="checkbox"/> E-mail Assistance <input type="checkbox"/> Asset/Borrow <input type="checkbox"/> Hardware Components <input type="checkbox"/> Peripherals <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Others (specify): <u>Zoom</u>	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>Provide Zoom details for the conduct of 4th Quarter PAMB Meeting on November 25, 2021</u>

Authorization	
All requests for service must be approved by the appropriate supervisor (at least division chief, OIC, immediate supervisor or next in rank staff) of the requester. By signing below the manager/supervisor certifies that the service is required.	
Supervisor's Full Name: <u>EMERITO M. RECTO</u>	Supervisor's Position/Title: <u>SEM / PASV</u>
<u>[Signature]</u> Supervisor's Signature	<u>11 / 1 / 23 / 2021</u> Date (mm/dd/yyyy):

Infrastructure Service Authorization	
All requests for service must be coordinated with and signed by the Chief of PICTu or his/her authorized representative.	
Full Name: <u>Mark Ryan S. Wrada</u>	Position/Title: <u>ISAT</u>
<u>[Signature]</u> Signature	<u>11 / 1 / 23 / 2021</u> Date (mm/dd/yyyy):

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>11/23/2021</u>	<u>04:09 PM</u>	<u>Zoom link, ID & Passcode provided</u>	<u>MR Wrada</u>	<u>[Signature]</u>


Feedback Rating: <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Poor

Released by:

Received by:

Signature over printed name: _____ Date (mm/dd/yyyy): 1 / 1 /

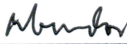


Signature over printed name: ALVIN L. PERGAS Date (mm/dd/yyyy): 11 / 23 / 2021

	DENR-PENRO Marinduque	Page No.	Page 1
	<i>PENRO Information and Communication Technology Unit (PICTu)</i>	Revision No.	1
	SERVICE REQUEST FORM (SRF)	Effectivity	04/01/2021

Reminder: Please complete this form and submit it at the PICTu service desk located at 2nd flr. DENR PENRO Main Bldg., or email a scanned copy to penromarinduque@denr.gov.ph. Once processed, a Technical Support Representative will contact you to schedule service.

Ticket No: 2021-1123-02

Date (mm/dd/yyyy): 11 / 23 / 2021

Requester's Information				
Name: <u>RANDY R. PANTOJA</u>		Position/Designation: <u>FT-1</u>		
Division/Section/Unit: <u>BCU/CDS/TSD</u>		Building/Room/Flr:		
Phone:		Email Address:		
Request Information				
Type of request:				
<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Hardware <input checked="" type="checkbox"/> Software <input type="checkbox"/> Local Area Network <input type="checkbox"/> Information Systems <input type="checkbox"/> Databases <input type="checkbox"/> Database System Assistance (In-house) <input type="checkbox"/> New User <input type="checkbox"/> Change Password <input type="checkbox"/> System Modification <input type="checkbox"/> Website <input type="checkbox"/> Posting <input type="checkbox"/> E-mail Assistance <input type="checkbox"/> Asset/Borrow <input type="checkbox"/> Hardware Components <input type="checkbox"/> Peripherals <input type="checkbox"/> Tools <input type="checkbox"/> Others (specify): _____				
DESCRIPTION OF REQUEST <i>(Please clearly write down the details of the request.)</i>				
<u>ArcMap installation</u>				
Authorization				
All requests for service must be approved by the appropriate supervisor (at least division chief, OIC, immediate supervisor or next in rank staff) of the requester. By signing below the manager/supervisor certifies that the service is required.				
Supervisor's Full Name: <u>ALETH C. BUNROC</u>		Supervisor's Position/Title: <u>CDO II/Chief, CDS</u>		
<u></u> Supervisor's Signature		<u>11 / 23 / 2021</u> Date (mm/dd/yyyy):		
Infrastructure Service Authorization				
All requests for service must be coordinated with and signed by the Chief of PICTu or his/her authorized representative.				
Full Name: <u>Mark Ryan S. Wrada</u>		Position/Title: <u>ISAI</u>		
<u></u> Signature		<u>11 / 23 / 2021</u> Date (mm/dd/yyyy):		
For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>11/23/2021</u>	<u>01:53 PM</u>	<u>ArcGIS Desktop 6 Pro successfully installed</u>	<u>MM Wrada</u>	<u></u>

Feedback Rating: ☒ Excellent ☐ Very Satisfactory ☐ Satisfactory ☐ Unsatisfactory ☐ Poor

Released by:

Received by:

Signature over printed name

 / /
Date (mm/dd/yyyy)

Signature over printed name

 / /
Date (mm/dd/yyyy)



DENR-PENRO Marinduque
PENRO Information and Communication Technology Unit (PICTu)
SERVICE REQUEST FORM (SRF)

Page No.	Page 1
Revision No.	1
Effectivity	04/01/2021

Reminder: Please complete this form and submit it at the PICTu service desk located at 2nd flr. DENR PENRO Main Bldg., or email a scanned copy to penromarinduque@denr.gov.ph. Once processed, a Technical Support Representative will contact you to schedule service.

Ticket No: WM-1124 -01

Date (mm/dd/yyyy): 11/29/21

Requester's Information	
Name: <u>Andrew Aldorino</u>	Position/Designation: <u>Admin. Officer I</u>
Division/Section/Unit: <u>Admin. (Caching Unit)</u>	Building/Room/Floor: _____
Phone: <u>09198004554</u>	Email Address: <u>andrewaldorino@gmail.com</u>

Request Information	
Type of request:	
Technical Assistance	
<input checked="" type="checkbox"/> Hardware	<input type="checkbox"/> Software
<input type="checkbox"/> Local Area Network	<input type="checkbox"/> Information Systems
<input type="checkbox"/> Databases	
Database System Assistance (In-house)	
<input type="checkbox"/> New User	<input type="checkbox"/> Change Password
<input type="checkbox"/> System Modification	
Website	
<input type="checkbox"/> Posting	E-mail
<input type="checkbox"/> Assistance	
Asset/Borrow	
<input type="checkbox"/> Hardware Components	<input type="checkbox"/> Peripherals
<input type="checkbox"/> Tools	
<input type="checkbox"/> Others (specify): _____	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)	
<u>computer laptop battery replacement</u>	

Authorization	
All requests for service must be approved by the appropriate supervisor (at least division chief, OIC, immediate supervisor or next in rank staff) of the requester. By signing below the manager/supervisor certifies that the service is required.	
Supervisor's Full Name: _____	Supervisor's Position/Title: _____
Supervisor's Signature: _____	Date (mm/dd/yyyy): <u>11/29/21</u>

Infrastructure Service Authorization	
All requests for service must be coordinated with and signed by the Chief of PICTu or his/her authorized representative.	
Full Name: <u>J. Infante</u>	Position/Title: _____
Signature: _____	Date (mm/dd/yyyy): <u>11/29/21</u>

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>11/24/21</u>	<u>11:50</u>	<u>Replacement battery</u>	<u>J</u>	<u>J</u>

Feedback Rating: <input checked="" type="checkbox"/> Excellent	<input type="checkbox"/> Very Satisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Poor
---	--	---------------------------------------	---	-------------------------------

Released by: _____	Received by: _____
Signature over printed name: _____	Signature over printed name: _____
Date (mm/dd/yyyy): <u>11/29/21</u>	Date (mm/dd/yyyy): <u>11/29/21</u>



DENR-PENRO Marinduque
PENRO Information and Communication Technology Unit (PICTu)

SERVICE REQUEST FORM (SRF)

Page No. **Page 1**
Revision No. **1**
Effectivity **04/01/2021**

Reminder: Please complete this form and submit it at the PICTu service desk located at 2nd flr. DENR PENRO Main Bldg., or email a scanned copy to penromarinduque@denr.gov.ph. Once processed, a Technical Support Representative will contact you to schedule service.

Ticket No: **2021-1124-02**

Date (mm/dd/yyyy): **11 / 24 / 2021**

Requester's Information				
Name: ALVIN L. PERGIS		Position/Designation: EMS 1		
Division/Section/Unit: PAHO		Building/Room/Flr:		
Phone: 332 1927		Email Address:		
Request Information				
Type of request:				
Technical Assistance <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Local Area Network <input type="checkbox"/> Information Systems <input type="checkbox"/> Databases				
Database System Assistance (In-house) <input type="checkbox"/> New User <input type="checkbox"/> Change Password <input type="checkbox"/> System Modification				
Website <input type="checkbox"/> Posting <input type="checkbox"/> E-mail Assistance				
Asset/Borrow <input checked="" type="checkbox"/> Hardware Components <input type="checkbox"/> Peripherals <input checked="" type="checkbox"/> Tools				
<input type="checkbox"/> Others (specify):				
DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)				
WEB CAM BORROW (c/o sherrin milag)				
Authorization				
All requests for service must be approved by the appropriate supervisor (at least division chief, OIC, immediate supervisor or next in rank staff) of the requester. By signing below the manager/supervisor certifies that the service is required.				
Supervisor's Full Name: EMETERIO M. RECTO		Supervisor's Position/Title: SEMS / PASO		
Signature:		Date (mm/dd/yyyy): 11 / 24 / 2021		
Infrastructure Service Authorization				
All requests for service must be coordinated with and signed by the Chief of PICTu or his/her authorized representative.				
Full Name: JJ Milag		Position/Title: IT		
Signature:		Date (mm/dd/yyyy): 11 / 24 / 2021		
For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
11/24/21	4:29	WEB CAM BORROW	JJ	

Feedback Rating: ☒ Excellent ☐ Very Satisfactory ☐ Satisfactory ☐ Unsatisfactory ☐ Poor

Released by:


Signature over printed name

11 / 24 / 21
Date (mm/dd/yyyy)

Received by:

Signature over printed name

11 / 25 / 2021
Date (mm/dd/yyyy)

	DENR-PENRO Marinduque	Page No.	Page 1
	PENRO Information and Communication Technology Unit (PICTu)	Revision No.	1
	SERVICE REQUEST FORM (SRF)	Effectivity	04/01/2021

Reminder: Please complete this form and submit it at the PICTu service desk located at 2nd flr. DENR PENRO Main Bldg., or email a scanned copy to penromarinduque@denr.gov.ph. Once processed, a Technical Support Representative will contact you to schedule service.

Ticket No: 2021-1125-01

Date (mm/dd/yyyy): 11 / 25 / 21

Requester's Information	
Name: <u>Jaime Sevilla</u>	Position/Designation: <u>Data Encoder</u>
Division/Section/Unit: <u>Admin Sec</u>	Building/Room/Flr:
Phone:	Email Address:

Request Information	
Type of request:	
<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Local Area Network <input type="checkbox"/> Information Systems <input checked="" type="checkbox"/> Databases <input type="checkbox"/> Database System Assistance (In-house) <input type="checkbox"/> New User <input type="checkbox"/> Change Password <input type="checkbox"/> System Modification <input type="checkbox"/> Website <input type="checkbox"/> Posting <input type="checkbox"/> E-mail Assistance <input type="checkbox"/> Asset/Borrow <input type="checkbox"/> Hardware Components <input type="checkbox"/> Peripherals <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Others (specify): <u>Zoom</u>	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)	
<u>To request for zoom link for the examination of Applicant for UmoI 9:00am</u>	

Authorization	
All requests for service must be approved by the appropriate supervisor (at least division chief, OIC, immediate supervisor or next in rank staff) of the requester. By signing below the manager/supervisor certifies that the service is required.	
Supervisor's Full Name: <u>EDEN D. PALACIOS</u>	Supervisor's Position/Title:
<u>EdPalacios</u> Supervisor's Signature	<u>11 / 25 / 21</u> Date (mm/dd/yyyy):

Infrastructure Service Authorization	
All requests for service must be coordinated with and signed by the Chief of PICTu or his/her authorized representative.	
Full Name: <u>Mark Ryan S. Lirada</u>	Position/Title:
<u>[Signature]</u> Signature	<u>11 / 25 / 21</u> Date (mm/dd/yyyy):

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>11/25/21</u>	<u>04:04 PM</u>	<u>Zoom link, ID & Passcode provided</u>	<u>MMorada</u>	<u>[Signature]</u>

Feedback Rating: <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Poor

Released by: [Signature]
Signature over printed name

11 / 25 / 21
Date (mm/dd/yyyy)

Received by:

[Signature] 11 / 25 / 21
Signature over printed name Date (mm/dd/yyyy)