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	<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: 2021-0405-01

Date (mm/dd/yyyy): 04 / 05 / 2021

Requester's Information

Name: Michelle S. Macaniola

Title: SWEET-ENRO

Office: EMS-Marinduque

Building/Room/Flr: 2nd floor

Phone:

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.)

PROJECTOR SCREEN

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: Rolando Z. Capistrano

Position/Title: Senior EMS/OIC, EMS-Marinduque

Signature

04 / 05 / 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: J. Miciara

Position/Title: IT

Signature

04 / 05 / 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>04/05/2021</u>	<u>10:21 AM</u>	<u>Approved for release of peripheral</u>	<u>J</u>	<u>[Signature]</u>

Feedback Rating: ☒ Excellent

☐ Very Satisfactory

☐ Satisfactory

☐ Unsatisfactory

☐ Poor

Released by:

Signature over printed name

04 / 05 / 2021
Date (mm/dd/yyyy)

Received by:

Signature over printed name

04 / 05 / 2021
Date (mm/dd/yyyy)

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Ticket No: 2021-0415-01

Date (mm/dd/yyyy): 04 / 15 / 2021

Requester's Information

Name: PEREDA PICTu DI.

Office: CDS - NBP

Phone:

Title: INTERNET ACCESS

Building/Room/Flr:

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): WLAN CONNECTION

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

INTERNET ACCESS (WIFI ACCESS)

210

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: MARIA ELENA PARANGUE

Position/Title: FORESTER I

[Signature]
Signature

04 / 15 / 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: San Joseph Micael

Position/Title: IT

[Signature]
Signature

4 / 15 / 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
4/15/2021	10:49	INPUT desktop codes	JS	[Signature]

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

Released by:

San Joseph Micael

Signature over printed name

4 / 15 / 2021

Date (mm/dd/yyyy)


Received by:

[Signature]

Signature over printed name

4 / 15 / 2021

Date (mm/dd/yyyy)

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Ticket No: 2021-0415-02

Date (mm/dd/yyyy): 04 / 15 / 2021

Requester's Information

Name: WILSON R. PAEZ Title: Internet Access
 Office: DENR-PENRO Building/Room/Flr:
 Phone: 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): WLAN Connection

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

INTERNET ACCESS (DENR WIFI ACCESS) 270

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]
Signature

15 / 04 / 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: San Joseph Mician Position/Title: ✓

[Signature]
Signature

4 / 15 / 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
4/15/2021	11:30	INPUT voucher code	JS	[Signature]

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

Released by:

San Joseph Mician
Signature over printed name

4 / 15 / 2021
Date (mm/dd/yyyy)

Received by:

WILSON R. PAEZ
Signature over printed name

15 / 04 / 2021
Date (mm/dd/yyyy)

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Ticket No: 2021 - 0415-03

Date (mm/dd/yyyy): 04 / 15 / 2021

Requester's Information

Name: <u>Ronald P. Natividad</u>	Title: <u>NGP staff</u>
Office: <u>COS - NGP</u>	Building/Room/Fir:
Phone:	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): wlan connection

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

INTERNET CONNECTION (DEAD WIFI ACCESS)
E4 = F1: 04:79:36:21

270

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: <u>RONALD M. NATIVIDAD</u>	Position/Title: <u>NGP STAFF</u>
Signature: <u>[Signature]</u>	Date (mm/dd/yyyy): <u>4 / 15 / 2021</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>JOSEPH M. MICAN</u>	Position/Title: <u>Chief</u>
Signature: <u>[Signature]</u>	Date (mm/dd/yyyy): <u>4 / 15 / 2021</u>

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

Date	Time	Action Taken	Action Staff	Signature
4/10/2021	11:35	Input voucher code	JS	[Signature]

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

Released by:


JOSEPH M. MICAN
Signature over printed name

4 / 15 / 2021
Date (mm/dd/yyyy)

Received by:

[Signature]
Signature over printed name

4 / 15 / 2021
Date (mm/dd/yyyy)

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Ticket No: 2021-0415-04

Date (mm/dd/yyyy): 04 / 15 / 2021

Requester's Information	
Name: <u>CARLO M. DATIWAT</u>	Title: <u>Internet Access</u>
Office: <u>DENR-PENRO</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 checked="" type="checkbox"/> Others (specify): <u>WLAN CONNECTION</u>	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)	
<u>Internet access (DENR WIFI access)</u> <u>270</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.	
Full Name:	Position/Title:
<u>[Signature]</u> Signature	<u>15 / 04 / 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>San Joseph Miron</u>	Position/Title: <u>IT</u>
<u>[Signature]</u> Signature	<u>5 / 15 / 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>4/15/2021</u>	<u>1:38 am</u>	<u>Input voucher code</u>	<u>SS</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]
San Joseph Miron
 Signature over printed name 4 / 15 / 2021
 Date (mm/dd/yyyy)

Received by: [Signature]
CARLO M. DATIWAT
 Signature over printed name 15 / 04 / 2021
 Date (mm/dd/yyyy)

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Ticket No: 2021-0415-05

Date (mm/dd/yyyy): 4 / 15 / 2021

Requester's Information

Name: ARLEDE L. JAMILA Title: ADN. Assistant II
 Office: DENR-PENRO, Boac, MARINDUQUE Building/Room/Flr:
 Phone: 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): WIFI access

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

Internet access (DENR WIFI access) 270

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: LOPELYA SRET Position/Title:

Signature

Date (mm/dd/yyyy): 4 / 15 / 21

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: JIMICAW Position/Title:

Signature

Date (mm/dd/yyyy): 4 / 15 / 2021

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

Date	Time	Action Taken	Action Staff	Signature
4/15/2021	11:40	INPUT voucher code	JS	

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

Released by:


San Joseph Mician
Signature over printed name

4 / 15 / 2021
Date (mm/dd/yyyy)

Received by:

ARLEDE JAMILA
Signature over printed name

4 / 15 / 2021
Date (mm/dd/yyyy)

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Ticket No: 2021-0415-06

Date (mm/dd/yyyy): 04 / 15 / 2021

Requester's Information

Name: <u>Kristel Jane S. Cerilla</u>	Title: <u>Office Support Assistant</u>
Office: <u>FINANCE</u>	Building/Room/Flr:
Phone:	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): WIFI CONNECTION

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

INTERNET ACCESS (DENR WIFI ACCESS) 270

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: LORELYN P. SAET Position/Title: ACCOUNTANT III

Signature: [Signature]

04 / 15 / 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: San Joseph Micion Position/Title: IT

Signature: [Signature]

4 / 15 / 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>4/15/2021</u>	<u>11:45</u>	<u>input voucher code</u>	<u>JS</u>	<u>[Signature]</u>

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

Released by:

San Joseph Micion
Signature over printed name 4 / 15 / 2021
Date (mm/dd/yyyy)

Received by:

Kristel Jane S. Cerilla
Signature over printed name 04 / 15 / 2021
Date (mm/dd/yyyy)

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Ticket No: 2021-0415-07 Date (mm/dd/yyyy): 04 / 15 / 2021

Requester's Information

Name: <u>Socelyn P. Pastoral</u>	Title: <u>Adm. Asst. I</u>
Office: <u>Adm.</u>	Building/Room/Flr:
Phone: <u>0917 3107369</u>	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): wlan access

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

Internet access (DENR WFI access)

220

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: Socelyn P. Pastoral Position/Title: Adm. Asst. I

[Signature]

Signature

4 / 15 / 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: JM M. C. G. [Signature] Position/Title: IT

[Signature]
Signature

4 / 15 / 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>4/15/2021</u>	<u>11:45</u>	<u>input voucher code</u>	<u>SD</u>	<u>[Signature]</u>

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

Released by:


[Signature]
Signature over printed name

4 / 15 / 2021
Date (mm/dd/yyyy)

Received by:

[Signature]
Signature over printed name

4 / 15 / 2021
Date (mm/dd/yyyy)

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Ticket No: 2021-0415-08

Date (mm/dd/yyyy): 04/15/2021

Requester's Information

Name: <u>LORELYN P. SAET</u>	Title: <u>ACCOUNTANT III</u>
Office: <u>FINANCE</u>	Building/Room/Flr:
Phone: <u>09483108033</u>	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): WLAN connection

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

INTERNET access (DENR WIFI access) 270

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:
<u>GEMMA P. DELOS REYES</u> Planning Officer III In-Charge Officer of the MSD	<u>IV</u>
	Date (mm/dd/yyyy): <u>4/15/21</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:	Position/Title:
<u>San Joseph Mician</u>	<u>IV</u>
Signature	Date (mm/dd/yyyy): <u>4/15/21</u>

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

Date	Time	Action Taken	Action Staff	Signature
<u>4/15/2021</u>	<u>11:50</u>	<u>INPUT VOUCHER CONF</u>	<u>JJ</u>	<u>[Signature]</u>

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

Released by:

San Joseph Mician
Signature over printed name

4/15/2021
Date (mm/dd/yyyy)

Received by:

LORELYN P. SAET 04/15/2021
Signature over printed name Date (mm/dd/yyyy)

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Ticket No: 2021-0415-09 Date (mm/dd/yyyy): 04/15/2021

Requester's Information

Name: NILLO ALCONER Title: AO I
 Office: MDN Building/Room/Flr:
 Phone: 09399857993 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): wlan connection

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

INTERNET access (DOR with access)

270

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: GEMMA P. DELOS REYES Position/Title: OFFICER-IN-CHARGE, MSD

GEMMA P. DELOS REYES
 Planning Officer III
 In-Charge of the MSD

04/15/2021
 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: Jan Joseph M. Mino Position/Title: IT

Jan Joseph M. Mino
 Signature

4/15/2021
 Date (mm/dd/yyyy):

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

Date	Time	Action Taken	Action Staff	Signature
4/15/2021	11:00	1707 voucher cable	JS	<u>Jan Joseph M. Mino</u>

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

Released by:


Jan Joseph M. Mino
 Signature over printed name

4/15/2021
 Date (mm/dd/yyyy)

Received by:

NILLO ALCONER
 Signature over printed name

04/15/2021
 Date (mm/dd/yyyy)

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Ticket No: 2021-0415-10 Date (mm/dd/yyyy): 04 / 15 / 2021

Requester's Information	
Name: <u>LORNA C. JAMOLA</u>	Title: <u>WUI</u>
Office: <u>DENR-PENRO</u>	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 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>wlan connection</u>	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)	
<u>Internet access (DENR unit access)</u> <u>270</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.	
Full Name: <u>LORNA C. JAMOLA</u>	Position/Title: <u>WUI</u>
<u>GEMMA P. DELOS REYES</u> Planning Officer III In-Charge Office of the MSD	
Date (mm/dd/yyyy): <u>4 / 15 / 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>San Joseph Micael</u>	Position/Title: <u>IS</u>
<u>[Signature]</u> Signature	
Date (mm/dd/yyyy): <u>4 / 15 / 2021</u>	

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>4/15/2021</u>	<u>11:56</u>	<u>lapot vachacete</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>San Joseph Micael</u> Signature over printed name	Date (mm/dd/yyyy): <u>4 / 15 / 2021</u>	Received by: <u>LORNA C. JAMOLA</u> Signature over printed name	Date (mm/dd/yyyy): <u>04 / 15 / 2021</u>
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	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: 2021-0415-11

Date (mm/dd/yyyy): 04/15/2021

Requester's Information	
Name: <u>HENRY D. GERVASIO</u>	Title: <u>Science Research Specialist II</u>
Office: <u>MGB - Mimaropa Region</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 checked="" type="checkbox"/> Others (specify): <u>WAN access</u>	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>Internet access (both wire access)</u> <u>270</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.	
Full Name: <u>IMELDA M. DIAZ</u>	Position/Title: <u>Officer-In-Charge - PENR</u>
Signature: <u>[Signature]</u>	Date (mm/dd/yyyy): <u>04/15/2021</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>Imelda M. Diaz</u>	Position/Title: <u>IT</u>
Signature: <u>[Signature]</u>	Date (mm/dd/yyyy): <u>4/15/2021</u>

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>4/16/2021</u>	<u>12:54 pm</u>	<u>myit voucher code var 01</u>	<u>JJ</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
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Released by: <u>[Signature]</u> Signature over printed name	Date (mm/dd/yyyy): <u>04/16/2021</u>	Received by: <u>Henry D. Gervasio</u> Signature over printed name	Date (mm/dd/yyyy): <u>1/1</u>
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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: 2021-0415-12 Date (mm/dd/yyyy): 04 / 15 / 2021

Requester's Information	
Name: <u>BLESILTA J. CONSTANTINO</u>	Title: <u>ADA VI</u>
Office: <u>MSD</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 checked="" type="checkbox"/> Others (specify): <u>wlan access</u>	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>INTERNET access (DENR WIFI access)</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.	
Full Name: <u>GEMMA P. DELOS REYES</u> Planning Officer III In-Charge, Office MSD	Position/Title: _____ <u>04 / 15 / 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>San Joseph Mican</u>	Position/Title: <u>IC</u>
Signature: _____	<u>4 / 15 / 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>4/15/21</u>	<u>11:57</u>	<u>input voucher code</u>	<u>2J</u>	<u>[Signature]</u>

Feedback Rating: <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Satisfactory <input type="checkbox"/> Satisfactory <input checked="" type="checkbox"/> Unsatisfactory <input type="checkbox"/> Poor
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Released by: <u>[Signature]</u> Signature over printed name	<u>4 / 15 / 2021</u> Date (mm/dd/yyyy)	Received by: <u>[Signature]</u> Signature over printed name	<u>04 / 15 / 2021</u> Date (mm/dd/yyyy)
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Ticket No: 2021-0415-13

Date (mm/dd/yyyy): 04 / 15 / 2021

Requester's Information

Name: Victoria Niewa Title: LM
 Office: Office of the PENRO Building/Room/Floor:
 Phone: 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): WLAN connection

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

Internet connection (done with access) 276

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: IMELDA M. DIAZ Position/Title: OIC, PENR Officer

Signature

04 / 15 / 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: Jan Joseph Micala Position/Title: Chief

Signature

4 / 15 / 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
4/16/2021	1:58 pm	Input voucher code for CP	JS	

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

Released by:

Signature over printed name

4 / 16 / 2021
Date (mm/dd/yyyy)

Received by:

Signature over printed name

4 / 16 / 2021
Date (mm/dd/yyyy)

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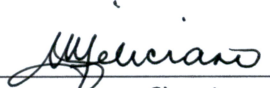
Ticket No: 2021-0415-14


Date (mm/dd/yyyy): 04 / 15 / 2021


Requester's Information	
Name: <u>ANIDEL M. FELICIANO</u>	Title:
Office: <u>DENR</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>wifi access</u>	


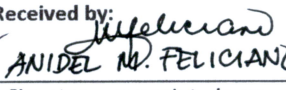
DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>internet access / DENR WIFI access</u> <u>270</u>

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.	
Full Name: <u>ANIDEL M. FELICIANO</u>	Position/Title: <u>A.O.IV / B.O.II</u>
 Signature	<u>15 / 04 / 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>J. M. Micaela</u>	Position/Title: <u>IT</u>
 Signature	<u>4 / 15 / 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>4/15/2021</u>	<u>1:50</u>	<u>input voucher code</u>	<u>JS</u>	

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

Released by:  Signature over printed name	<u>4 / 15 / 2021</u> Date (mm/dd/yyyy)	Received by:  Signature over printed name	<u>15 / 04 / 2021</u> Date (mm/dd/yyyy)
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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: 2021-0415-15

Date (mm/dd/yyyy): 04 / 15 / 2021

Requester's Information	
Name: <u>Amado T. Mortel</u>	Title: <u>Driver</u>
Office: <u>Office of the PENRO</u>	Building/Room/Flr:
Phone:	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.)

INTERNET CONNECTION (DENR WIFI ACCESS) 270


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: <u>IMELDA M. DIAZ</u>	Position/Title: <u>OIC - PENR Officer</u>
 Signature	<u>04 / 15 / 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>Gen. Joseph Alcaron</u>	Position/Title: <u>CT</u>
 Signature	<u>4 / 15 / 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>4/16/2021</u>	<u>2:01pm</u>	<u>INPUT voucher code for CP</u>	<u>JS</u>	

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

Released by:


Signature over printed name

4 / 16 / 2021
Date (mm/dd/yyyy)

Received by:

Signature over printed name

04 / 16 / 21
Date (mm/dd/yyyy)

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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: 2021-0415-16

Date (mm/dd/yyyy): 04 / 15 / 2021

Requester's Information	
Name: <u>Gemma delos Reyes</u>	Title: <u>MSD</u>
Office: <u>MSD</u>	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 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>w/ an access</u>	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)	
<u>Internet connection (port with access)</u> <u>270</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.	
Full Name: <u>Gemma P. Delos Reyes</u>	Position/Title: <u>Planning Officer III</u>
<u>In-Charge, Office of the MSD</u>	<u>4 / 15 / 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>JJ Micigro</u>	Position/Title: <u>Chief</u>
<u>[Signature]</u> Signature	<u>4 / 15 / 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>4/15/2021</u>	<u>4:45pm</u>	<u>input voucher code for CP</u>	<u>JJ</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): 4 / 15 / 2021

Signature over printed name: [Signature]
Date (mm/dd/yyyy): 4 / 15 / 2021

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Ticket No: 2021-0415-17 Date (mm/dd/yyyy): 04 / 15 / 2021

Requester's Information	
Name: <u>Sienna Mae Lozada</u>	Title: <u>Office Support Staff</u>
Office: <u>DENR PENRO Marinduque</u>	Building/Room/Flr:
Phone:	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): wifi access

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

internet access (DENR WIFI access)

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: Lorelyn P. Sact Position/Title: Accountant III

Signature: [Signature]

Date (mm/dd/yyyy): 04 / 15 / 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: JS H 101920 Position/Title: N

Signature: [Signature]

Date (mm/dd/yyyy): 4 / 15 / 2021

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

Date	Time	Action Taken	Action Staff	Signature
4/16/2021	4:50	input location cable port	JJ	[Signature]

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

Released by:

Signature over printed name

4 / 16 / 2021
Date (mm/dd/yyyy)

Received by:

SIENNA MAE LOZADA
Signature over printed name

04 / 15 / 2021
Date (mm/dd/yyyy)

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Ticket No: 2021-0416-01 Date (mm/dd/yyyy): 04 / 16 / 2021

Requester's Information	
Name: <u>Andrew Abdonino</u>	Title: <u>Admin</u>
Office: <u>DENR - PENRO</u>	Building/Room/Fir:
Phone:	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): wlan access

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

INTERNET access (DENR WIFI access) 270

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: Gemma P. Delos Reyes Position/Title: Office in charge, Office of the MSD.

GEMMA P. DELOS REYES

Planning Officer III
In-Charge, Office of the MSD

4 / 16 / 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: JS Mclan Position/Title: IT

JS
Signature

4 / 16 / 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
4/15/21	4:30pm	input voucher code poa cp	JS	<u>JS</u>

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

Released by:

San Joseph Mclan
Signature over printed name

4 / 15 / 2021
Date (mm/dd/yyyy)

Received by:

Signature over printed name

4 / 16 / 2021
Date (mm/dd/yyyy)

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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: 2021-0416-02

✓ Date (mm/dd/yyyy): 04 / 16 / 2021

Requester's Information

✓ Name: Michelle S. Macanilla ✓ Title: SWEET/Enmo
 ✓ Office: EMS-Marinduque ✓ Building/Room/Flr:
 Phone: 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): wlan access

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

Internet connection (DORO with access) 270

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: Rolando Z. Capistrano ✓ Position/Title: Senior ECOMS/OIC, EMS-Marinduque

✓ [Signature]
Signature

✓ 04 / 14 / 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: JJ Miciano Position/Title: IT

[Signature]
Signature

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

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

Date	Time	Action Taken	Action Staff	Signature
4/16/2021	10:12	Input voucher code for CP	U	[Signature]

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

Released by:

Received by:

[Signature]
Signature over printed name

1 / 1
Date (mm/dd/yyyy)

[Signature]
Signature over printed name

04 / 14 / 2021
Date (mm/dd/yyyy)

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Ticket No: 2021-0416-03

Date (mm/dd/yyyy): 04 / 16 / 2021

Requester's Information	
Name: <u>Rolando Z. Capistrano</u>	Title: <u>Senior EMS/OIC, EMS-Marinduque</u>
Office: <u>EMS-Marinduque</u>	Building/Room/Flr: <u>DENR-PENRO 2nd floor Bldg.</u>
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>WLAN (DENR WIFI ACCESS)</u>	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)	
<u>INTERNET CONNECTION (DENR WIFI ACCESS) 270</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.	
Full Name: <u>Rolando Z. Capistrano</u>	Position/Title: <u>Senior EMS/OIC, EMS-Marinduque</u>
Signature: <u>[Signature]</u>	Date (mm/dd/yyyy): <u>04 / 16 / 2021</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. M. [Signature]</u>	Position/Title: <u>[Signature]</u>
Signature: <u>[Signature]</u>	Date (mm/dd/yyyy): <u>4 / 16 / 2021</u>

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>4/16/2021</u>	<u>10:13am</u>	<u>input notebook code for op</u>	<u>[Signature]</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	Date (mm/dd/yyyy): <u>4 / 16 / 2021</u>	Received by: <u>[Signature]</u> Signature over printed name	Date (mm/dd/yyyy): <u>4 / 16 / 2021</u>
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	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: 2021-0416-04 Date (mm/dd/yyyy): 04 / 16 / 2021


Requester's Information	
✓ Name: <u>JUANITA L. RAYO</u>	✓ Title: <u>SWEET-EMAD</u>
✓ Office: <u>CRS Marinduque</u>	✓ 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 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>w/ln access</u>	


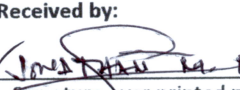
DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>Internet connection (PERM with access)</u>

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.	
✓ Full Name:	✓ Position/Title:
 Signature	<u>4 / 16 / 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. Mijangro</u>	Position/Title: <u>IT</u>
 Signature	<u>04 / 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>4/16/2021</u>	<u>10:24</u>	<u>input voucher code</u>	<u>J. Mijangro</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	<u>4 / 16 / 2021</u> Date (mm/dd/yyyy)	Received by:  Signature over printed name	<u>4 / 16 / 2021</u> Date (mm/dd/yyyy)
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Ticket No: 2021-0416-05

Date (mm/dd/yyyy): 04 / 16 / 2021

Requester's Information

Name: <u>ROLANDO Z. CAPISNAN</u>	Title: <u>OIC - EMS</u>
Office: <u>EMS</u>	Building/Room/Flr:
Phone: <u>09175167460</u>	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

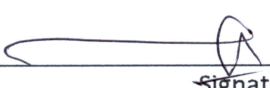
☐ Others (specify): _____

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

REGIRING FOR COMPUTER DESKTOP


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: <u>ROLANDO Z. CAPISNAN</u>	Position/Title: <u>OIC - EMS</u>
 Signature	<u>4 / 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>J. Micael</u>	Position/Title: <u>W</u>
 Signature	<u>4 / 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>4/16/2021</u>	<u>4:55 PM</u>	<u>REGIRING COMPUTER O-S-</u>	<u>J</u>	

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

Released by: 

Received by: 

Signature over printed name

4 / 16 / 2021
Date (mm/dd/yyyy)

Signature over printed name

4 / 16 / 2021
Date (mm/dd/yyyy)

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Ticket No: 2021-0417-01 Date (mm/dd/yyyy): 04/17/2021

Requester's Information	
Name: <u>NONITA M. OSKOS</u>	Title: <u>Admin. Aide II</u>
Office: <u>DENR-PENRO, Marinduque</u>	Building/Room/Flr:
Phone:	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): wlan access

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

INTERNET access (DENR WIFI access)

270

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: <u>GEMMA P. DELLOS REYES</u>	Position/Title: <u>Planning Officer III</u>
<u>In-Charge, Signature of the MSD</u>	Date (mm/dd/yyyy): <u>4/17/2021</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>JS MICIANO</u>	Position/Title: <u>19</u>
<u>Signature</u>	Date (mm/dd/yyyy): <u>4/18/2021</u>

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

Date	Time	Action Taken	Action Staff	Signature
4/15/2021	1:55	INPUT VOUCHER CODE	JS	<u>Signature</u>

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

Released by:

Signature over printed name

4/19/2021
Date (mm/dd/yyyy)

Received by:

Signature over printed name

4/17/2021
Date (mm/dd/yyyy)

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Ticket No: 2021-0419-01

✓ Date (mm/dd/yyyy): 4/19/21

Requester's Information

✓ Name: Dona M. Matinay Title: _____
 ✓ Office: _____ Building/Room/Flr: _____
 Phone: _____ 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): wlan access

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

INTERNET CONNECTION (PER WIF ACCESS) 270

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]
Signature

✓ 4/19/2021
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: JJ Mclaro Position/Title: IT

[Signature]
Signature

4/19/2021
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>4/19/2021</u>	<u>9:20am</u>	<u>Infoc worker calls rep cp</u>	<u>JJ</u>	<u>[Signature]</u>

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

Released by:


[Signature]
Signature over printed name

4/19/2021
Date (mm/dd/yyyy)

Received by:

✓ [Signature]
Signature over printed name

✓ 4/19/2021
Date (mm/dd/yyyy)

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Ticket No: 2021-0419-02

✓ Date (mm/dd/yyyy): 04 / 19 / 2021

Requester's Information	
✓ Name: <u>Johna Lynn Madanla</u>	✓ Title: <u>PO II</u>
✓ Office: <u>DENR - PENRO</u>	✓ Building/Room/Flr: <u>2nd Flr.</u>
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>w/ an access</u>	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)	
<u>INTERNET CONNECTION (DENR WIFI ACCESS)</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.	
✓ Full Name: <u>Johna Lynn Madanla</u>	✓ Position/Title: <u>PO II</u>
✓ <u>[Signature]</u> Signature	✓ <u>04 / 19 / 21</u> 11:06 am 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. Mierano</u>	Position/Title: <u>IT</u>
<u>[Signature]</u> Signature	<u>1 / 1</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
4/19/2021	11:07 am	input voucher code for cp	<u>[Signature]</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

4 / 19 / 2021
Date (mm/dd/yyyy)

Received by: [Signature]
Signature over printed name

✓ 04 / 19 / 21 11:27 am
Date (mm/dd/yyyy)

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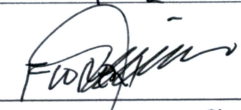
Ticket No: 2021-0419-03


Date (mm/dd/yyyy): 04 / 19 / 2021


Requester's Information	
✓ Name: <u>JERATHMEEL L. BRONCO</u>	✓ Title: <u>FOREST Ranger</u>
✓ Office: <u>DENR</u>	✓ Building/Room/Fir: <u>TSD BUILDING</u>
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>wlan access</u>	


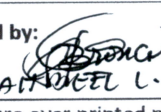
DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>Internet access (DENR WIFI access)</u>

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.	
✓ Full Name: <u>FLORENCIO F. PASTORAL</u>	✓ Position/Title: <u>#111 / CHIEF MES</u>
 Signature	<u>4 / 19 / 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>JJ M. Oyang</u>	Position/Title: <u>CT</u>
 Signature	<u>4 / 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>4/19/2021</u>	<u>2:19pm</u>	<u>input voucher card for copy</u>	<u>JJ</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
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Released by: 	Received by: 
Signature over printed name	Signature over printed name
<u>04 / 19 / 2021</u>	<u>4 / 19 / 2021</u>
Date (mm/dd/yyyy)	Date (mm/dd/yyyy)

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Ticket No: 2021-0420-01 Date (mm/dd/yyyy): 04 / 20 / 2021

Requester's Information	
Name: <u>Jonathan N. Moran</u>	Title: <u>SUBSET-ENRO</u>
Office: <u>ENIS MARINDUQUE</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 checked="" type="checkbox"/> Others (specify): <u>internet access</u>	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>internet access (DENR WIFI access) 176</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.	
Full Name:	Position/Title:
<u>[Signature]</u>	<u>[Signature]</u>
	Date (mm/dd/yyyy): <u>4 / 20 / 2021</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:	Position/Title:
<u>Jan Joseph Micanay</u>	<u>IT</u>
<u>[Signature]</u>	Date (mm/dd/yyyy): <u>4 / 20 / 2021</u>

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>4/20/2021</u>	<u>9:05</u>	<u>input voucher code for laptop</u>	<u>JJ</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	Date (mm/dd/yyyy): <u>4 / 20 / 2021</u>	Received by: <u>[Signature]</u> Signature over printed name	Date (mm/dd/yyyy): <u>4 / 20 / 2021</u>
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Ticket No: 2021-0420-02

Date (mm/dd/yyyy): 04 / 20 / 2021

Requester's Information

Name: <u>ALVIN L. PERGAS</u>	Title: <u>Emr 1</u>
Office: <u>DENR - PENRO PAMU</u>	Building/Room/Flr:
Phone:	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): wlan access

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

INTERNET ACCESS (DENR W/LAN ACCESS) 270

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: EMETERIO M. REATO Position/Title: SR. ENS / PASU

[Signature]
Signature

04 / 20 / 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: Jon Joseph Miguero Position/Title: IT

[Signature]
Signature

4 / 20 / 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>4/20/2021</u>	<u>9:09</u>	<u>input voucher code for cp</u>	<u>JS</u>	<u>[Signature]</u>

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

Released by: [Signature]

Received by: [Signature]

Signature over printed name

1 / 1
Date (mm/dd/yyyy)

Signature over printed name

4 / 20 / 2021
Date (mm/dd/yyyy)

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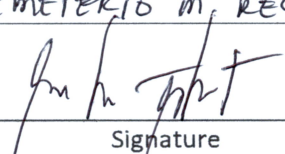
Ticket No: 2021-0420-03

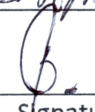
Date (mm/dd/yyyy): 04 / 20 / 2021

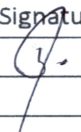
Requester's Information	
Name: <u>ALVIN L. PEREIS</u>	Title: <u>EMS 1</u>
Office: <u>PANU</u>	Building/Room/Flr:
Phone:	Email Address:

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 checked="" type="checkbox"/> Others (specify): <u>wlan access</u>	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)	
<u>INTERNET access (PENRO WIFI access.)</u> <u>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.	
Full Name: <u>EMERILIO M. RECTO</u>	Position/Title: <u>SR. EMS / PASU</u>
 Signature	<u>04 / 20 / 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>San Joseph Mariano</u>	Position/Title: <u>IT</u>
 Signature	<u>4 / 20 / 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>4/20/2021</u>	<u>9:16</u>	<u>Input voucher code for CP</u>	<u>JS</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:

G.
Signature over printed name

4 / 20 / 2021
Date (mm/dd/yyyy)


Signature over printed name

4 / 20 / 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.

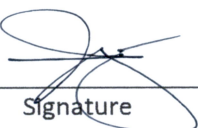
Ticket No: 2021-0420-04


Date (mm/dd/yyyy): 04 / 20 / 2021

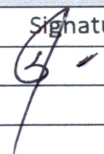
Requester's Information	
Name: <u>CYNTHIA N. LOZANO</u>	Title: <u>TSP</u>
Office: <u>DENR-PENRO Marinduque</u>	Building/Room/Flr:
Phone: <u>09266113806</u>	Email Address:

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>WLAN access</u>	

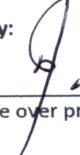

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)	
<u>Internet access (DENR with access)</u> <u>270</u>	

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.	
Full Name:	Position/Title: <u>TSP</u>
 Signature	<u>4 / 20 / 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>J. M. Clara</u>	Position/Title: <u>IT</u>
 Signature	<u>4 / 20 / 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>4/20/2021</u>	<u>2:24</u>	<u>input voucher code for per CP</u>	<u>SI</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	<u>4 / 20 / 2021</u> Date (mm/dd/yyyy)	Received by:  Signature over printed name	<u>4 / 20 / 2021</u> Date (mm/dd/yyyy)
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	DENR-PENRO Marinduque	Page No.	Page 1
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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: 2021-0420-05 **Date (mm/dd/yyyy):** 04 / 20 / 2021

Requester's Information	
Name: <u>Florante F. Pardo</u>	Title: <u>FIU</u>
Office: <u>DRU</u>	Building/Room/Fir:
Phone: <u>09176277447</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>WIFI access</u>	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>Internet access (DENR WIFI access) 276</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.	
Full Name: _____	Position/Title: _____
Signature: <u>[Signature]</u>	Date (mm/dd/yyyy): <u>4 / 20 / 2021</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. M. Magro</u>	Position/Title: <u>CT</u>
Signature: <u>[Signature]</u>	Date (mm/dd/yyyy): <u>4 / 20 / 2021</u>

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>4/20/21</u>	<u>2:30</u>	<u>INACT W/LOP CODE FOR CO</u>	<u>[Signature]</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
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Released by: <u>[Signature]</u>	Received by: <u>[Signature]</u>
Signature over printed name	Signature over printed name
Date (mm/dd/yyyy): <u>4 / 20 / 2021</u>	Date (mm/dd/yyyy): <u>4 / 20 / 2021</u>

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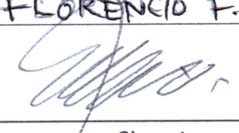
Ticket No: 2021-0421-01


Date (mm/dd/yyyy): 04 / 21 / 2021

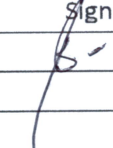
Requester's Information	
Name: <u>Jonathan L. Telan</u>	Title: <u>Technical Services Division/MES/Forest Ranger</u>
Office: <u>DENR PENRO Marinduque</u>	Building/Room/Flr:
Phone:	Email Address:

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 checked="" type="checkbox"/> Others (specify): <u>internet access</u>	


DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>internet access (pena wifi access) 290</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.	
Full Name: <u>FLORENCIO F. PASTORAL</u>	Position/Title: <u>FORESTER III</u>
 Signature	<u>04 / 21 / 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. Micaela</u>	Position/Title: <u>IT</u>
 Signature	<u>04 / 21 / 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>4/21/2021</u>	<u>8:33am</u>	<u>Internet access provided</u>	<u>JJ</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
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Released by:  Signature over printed name	<u>4 / 21 / 2021</u> Date (mm/dd/yyyy)	Received by: <u>Jonathan L. Telan</u> Signature over printed name	<u>04 / 21 / 21</u> Date (mm/dd/yyyy)
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	<i>PENRO Information and Communication Technology Unit (PICTu)</i>	Revision No.	1
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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: 2021-0421-02 ✓ Date (mm/dd/yyyy): 04 / 21 / 2021

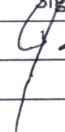
Requester's Information	
Name: <u>Genneth V. Panuelos</u>	Title: <u>Info. Officer</u>
Office: <u>TSO</u>	Building/Room/Flr: <u>TSO</u>
Phone:	Email Address:

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>wlan access</u>	


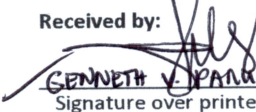
DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)	
<u>IN INTERNET access (DENR WIFI access) 220</u>	


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.	
Full Name: <u>CYNTHIA U. LOZANO</u>	Position/Title: <u>Chief, TSO</u>
Signature: 	Date (mm/dd/yyyy): <u>4 / 21 / 2021</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>JJ Miciara</u>	Position/Title: <u>IT</u>
Signature: 	Date (mm/dd/yyyy): <u>4 / 21 / 2021</u>

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>4/21/2021</u>	<u>9:09</u>	<u>INPUT (wlan) code for cp</u>	<u>JS</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>4 / 21 / 2021</u>	Date (mm/dd/yyyy): <u>4 / 21 / 2021</u>

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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.

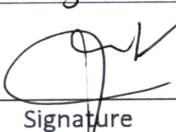
Ticket No: 2021-0422-01


Date (mm/dd/yyyy): 04 / 22 / 2021


Requester's Information	
Name: <u>Jhonna Liza Medanilla</u>	Title: <u>PO II</u>
Office: <u>DENR - PENRO</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>WEBINAR</u>	


DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>WEBINAR FOR NATIONALISTS VIRTUAL CAARHAN</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.	
Full Name: <u>Jhonna Liza Medanilla</u>	Position/Title: <u>PO II</u>
Signature: 	Date (mm/dd/yyyy): <u>04 / 22 / 2021</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>JS Micaela</u>	Position/Title: <u>IT</u>
Signature: 	Date (mm/dd/yyyy): <u>4 / 22 / 2021</u>

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>4/19/21</u>	<u>8:00</u>	<u>RE CONFG BROUCLL FOR WEBINAR</u>	<u>JS</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>4 / 22 / 2021</u>	Date (mm/dd/yyyy): <u>4 / 22 / 2021</u>



SERVICE REQUEST FORM (SRF)

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: 2021-0423-01

Date (mm/dd/yyyy): 04 / 23 / 2021

Requester's Information

Name: LEOPOLDO G. LUCERIAS JD Title: FOREST RANGER
Office: DEND Building/Room/Fir: TSD
Phone: 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): WIFI ACCESS

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

INTER ACCESS (OTHER WIFI ACCESS) 276

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: FLORENCIO F. PASTORAL Position/Title: III / CHIEF MES

Signature

Date (mm/dd/yyyy): 4 / 23 / 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: Position/Title:

Signature

Date (mm/dd/yyyy): 04 / 23 / 2021

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

Date	Time	Action Taken	Action Staff	Signature
4/23/2021	8:50am	INTER VOUCHER FOR CF	JJ	

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

Released by:

Signature over printed name

4 / 23 / 21
Date (mm/dd/yyyy)

Received by:

Signature over printed name

4 / 23 / 2021
Date (mm/dd/yyyy)

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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: 2021-0423-02


Date (mm/dd/yyyy): 04 / 23 / 2021

Requester's Information	
Name: <u>CORAZON R. PELAEZ</u>	Title: <u>PTT</u>
Office: <u>PENRO MARINDUQUE</u>	Building/Room/Flr: <u>PENRO CONFERENCE ROOM</u>
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</u>	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>Zoom (Reconstitution of PCC & PCAT in the province of Marinduque) - April 23 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.	
Full Name: <u>ALETH C. BUNDOC</u>	Position/Title: <u>CDO IT</u>
 Signature	<u>4 / 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>SS MICHAEL</u>	Position/Title: <u>IT</u>
 Signature	<u>4 / 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>4/23/2021</u>	<u>8:54</u>	<u>Zoom details provided</u>	<u>SS</u>	<u>6.</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: 6.
Signature over printed name

4 / 23 / 2021
Date (mm/dd/yyyy)

Received by: CORAZON R. PELAEZ
Signature over printed name

04 / 23 / 2021
Date (mm/dd/yyyy)

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	<i>PENRO Information and Communication Technology Unit (PICTu)</i>	Revision No.	1
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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: 2021-0423-03

Date (mm/dd/yyyy): 04/23/2021

Requester's Information	
Name: <u>Aleth C. Bundoc</u>	Title: <u>CDO II</u>
Office: <u>COS</u>	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 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>WCBM</u>	

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>nap meeting</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.	
Full Name: <u>ALETH C. BUNDOC</u>	Position/Title: <u>CDO II</u>
Signature: <u>[Signature]</u>	Date (mm/dd/yyyy): <u>4/23/2021</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>JJ Miguera</u>	Position/Title: <u>IT</u>
Signature: <u>[Signature]</u>	Date (mm/dd/yyyy): <u>04/23/2021</u>

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>04/23/2021</u>	<u>09:10 AM</u>	<u>provided technical assistance</u>	<u>JJ</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	Date (mm/dd/yyyy): <u>4/23/2021</u>	Received by: <u>[Signature]</u> Signature over printed name	Date (mm/dd/yyyy): <u>4/23/2021</u>
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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: 2021-0423-04 Date (mm/dd/yyyy): 04 / 23 / 2021


Requester's Information	
Name: <u>Michelle J. Macaniala</u>	Title: <u>SWT/ENMO/Admin</u>
Office: <u>ENR Marinduque</u>	Building/Room/Fir:
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): _____	

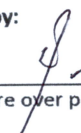
DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>Installation of EPSON PRINTER DRIVER for windows 10 laptop</u>

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.	
Full Name: <u>Rolando Z. Capistrano</u>	Position/Title: <u>Chief, ENR, Marinduque</u>
 Signature	<u>04 / 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>J. M. Garcia</u>	Position/Title: <u>CT</u>
 Signature	<u>4 / 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>4/23/2021</u>	<u>11:45</u>	<u>Installed PRINTER DRIVER</u>	<u>JJ</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	<u>4 / 23 / 2021</u> Date (mm/dd/yyyy)	Received by: _____ Signature over printed name	<u>4 / 23 / 21</u> Date (mm/dd/yyyy)
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Ticket No: 2021-0426-01

Date (mm/dd/yyyy): 04 / 26 / 2021

Requester's Information

Name: <u>ANDEL M. FELICIANO</u>	Title: <u>Budget Officer II</u>
Office: <u>DENR - PENRO</u>	Building/Room/Fir:
Phone: <u>0909 928 7006</u>	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.)

PRINTER EPSON L360 RESET COUNTER

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: GEMMA P. DELOS REYES Position/Title: OIC, MSD

[Signature]
Signature

04 / 26 / 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: [Signature] Position/Title: IT

[Signature]
Signature

4 / 26 / 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>4/26/2021</u>	<u>9:31am</u>	<u>RESET COUNTER PRINTER</u>	<u>JS</u>	<u>[Signature]</u>

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

Released by:

[Signature]
Signature over printed name

4 / 23 / 2021
Date (mm/dd/yyyy)

Received by:

[Signature]
Signature over printed name

04 / 26 / 21
Date (mm/dd/yyyy)

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Ticket No: 2021-0426-02 Date (mm/dd/yyyy): 04/26/21

Requester's Information				
Name: <u>RANDY M. ESTRELLA</u>		Title: <u>FOREST RANGER</u>		
Office: <u>DENR-PENRO MARINDUQUE</u>		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 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>wlan access</u>				
DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)				
<u>INTERNET ACCESS (DATA WIFI ACCESS)</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.				
Full Name: <u>RANDY HERMILANO ESTRELLA</u> Position/Title:				
Signature: <u>[Signature]</u>		Date (mm/dd/yyyy): <u>04/26/21</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. M. [Signature]</u>		Position/Title: <u>IV</u>		
Signature: <u>[Signature]</u>		Date (mm/dd/yyyy): <u>4/15/2021</u>		
For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>4/26/21</u>	<u>9:40</u>	<u>input voucher code for [Signature]</u>	<u>[Signature]</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		
Date (mm/dd/yyyy): <u>4/26/21</u>		Date (mm/dd/yyyy): <u>04/26/21</u>		

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Ticket No: 2021-0426-03

Date (mm/dd/yyyy): 04 / 26 / 2021

Requester's Information

Name: <u>Florencio F. Partal</u>	Title: <u>FIU</u>
Office: <u>ICTS Section</u>	Building/Room/Flr:
Phone:	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.)

DATA RECOVERY FROM EXTERNAL HDD

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: Florencio F. Partal Position/Title: _____

Signature

Date (mm/dd/yyyy): 4 / 26 / 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: JS Miao Position/Title: IT

Signature

Date (mm/dd/yyyy): 4 / 26 / 2021

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

Date	Time	Action Taken	Action Staff	Signature
<u>4/26/2021</u>	<u>9:49am</u>	<u>DATA RECOVERY FOR HDD</u>	<u>JS</u>	<u>[Signature]</u>

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

Released by:

Received by:

Signature over printed name

Date (mm/dd/yyyy): 4 / 26 / 2021

Signature over printed name

Date (mm/dd/yyyy): 4 / 26 / 2021

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Ticket No: 2021-0426-04

Date (mm/dd/yyyy): 04 / 26 / 2021

Requester's Information

Name: <u>PELISA R. ARIOLO</u>	Title: <u>AAU</u>
Office: <u>PENRO PENRO Bldg</u>	Building/Room/Flr:
Phone:	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): wlan access

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

INTERNET access (DATA and VOICE)

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: EMILIA P. DELOS REYES Position/Title: OIC, MSD

Signature

Date (mm/dd/yyyy): 04 / 26 / 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: San Joseph M. Dela Cruz Position/Title: IT

Signature

Date (mm/dd/yyyy): 4 / 26 / 2021

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

Date	Time	Action Taken	Action Staff	Signature
4/26/2021	10:11	input voucher code for up	SD	<u>[Signature]</u>

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

Released by:

Signature over printed name

Date (mm/dd/yyyy): 4 / 26 / 2021

Received by:

Signature over printed name

Date (mm/dd/yyyy): 4 / 26 / 2021

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Ticket No: 2021-0426-05 Date (mm/dd/yyyy): 04 / 26 / 2021

Requester's Information	
Name: <u>Ronald Maturing</u>	Title: <u>WSS / POP staff</u>
Office: <u>OSPH</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 (Please clearly write down the details of the request.)	
<u>Remove repairing computer desktop cause by ^{computer} virus</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.	
Full Name:	Position/Title:
<u>[Signature]</u>	<u>[Signature]</u>
Signature	Date (mm/dd/yyyy): <u>4 / 26 / 2021</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:	Position/Title:
<u>Sah Joseph Milano</u>	<u>IT</u>
<u>[Signature]</u>	<u>[Signature]</u>
Signature	Date (mm/dd/yyyy): <u>4 / 26 / 2021</u>

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>4/26/2021</u>	<u>11:50</u>	<u>Remove virus computer</u>	<u>SS</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	Date (mm/dd/yyyy): <u>4 / 26 / 2021</u>	Received by: <u>[Signature]</u> Signature over printed name	Date (mm/dd/yyyy): <u>4 / 26 / 2021</u>
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Ticket No: 2021-0427-01

Date (mm/dd/yyyy): 04 / 27 / 2021

Requester's Information

Name: Eduardo M. Recto
 Office: DENR-PENRO
 Phone: 0995-784-7312

Title: SEMS
 Building/Room/Flr:
 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.)

Repairing of external HDD

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]
Signature

4 / 27 / 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: J. M. [Signature] Position/Title: IT

[Signature]
Signature

4 / 27 / 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>4 / 27 / 2021</u>	<u>8:30am</u>	<u>Repairing external HDD</u>	<u>J</u>	<u>[Signature]</u>

Feedback Ratings: ☐ Excellent ☐ Very Satisfactory ☐ Satisfactory ☐ Unsatisfactory ☐ Poor

Released by: [Signature]

Signature over printed name

4 / 27 / 2021
Date (mm/dd/yyyy)

Received by: [Signature]

Signature over printed name

4 / 27 / 2021
Date (mm/dd/yyyy)

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Ticket No: 2021-0427-02

Date (mm/dd/yyyy): 04 / 27 / 2021

Requester's Information

Name: ERICKA L. MACUNAT Title: Admin. Aide VI
 Office: DENR PENRO MARINDUQUE Building/Room/Flr:
 Phone: 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): wlan access

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

wlan access (DENR with access) 270

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: LORELYN P. SAET Position/Title: ACCOUNTANT III

Signature

04 / 27 / 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: MICIANO Position/Title: IT

Signature

4 / 28 / 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>04/27/2021</u>	<u>11:48 AM</u>	<u>Internet access provided</u>	<u>J</u>	<u>[Signature]</u>

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

Released by:

Signature over printed name

4 / 28 / 2021
Date (mm/dd/yyyy)

Received by:

Signature over printed name

4 / 27 / 2021
Date (mm/dd/yyyy)