



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: 2021-0504-01

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

Requester's Information

Name: LOMENA N. PERONA

Title: ADMIN. AIDE VI

Office: RECORDS UNIT

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.)

SETUP COMPUTER DESKTOP Lams Computer HP

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: MANOR CHRISTIAN S. MUMAH

Position/Title: RECORDS OFFICER

Signature

Date (mm/dd/yyyy): 5 / 4 / 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: J. M. GARCIA

Position/Title: IT

Signature

Date (mm/dd/yyyy): 5 / 4 / 2021

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

Date	Time	Action Taken	Action Staff	Signature
5/4/21	9:00	Setup Computer Desktop	1	

Feedback Rating: ☒ Excellent

☐ Very Satisfactory

☐ Satisfactory

☐ Unsatisfactory

☐ Poor

Released by:


Signature over printed name

Date (mm/dd/yyyy): 5 / 4 / 2021

Received by:

Signature over printed name

Date (mm/dd/yyyy): 5 / 4 / 2021

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Ticket No: 2021-0504-02

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

Requester's Information

Name: Minchita D. Radovan

Title: FR

Office: DENR

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.)

REPAIRING FOR EPSON PRINTER L3110

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:

Minchita D. Radovan
Signature

5 / 4 / 21
Date (mm/dd/yyyy):

Infrastructure Service Authorization

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

Full Name:

Position/Title:

SS Mike (ang)
Signature

5 / 4 / 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>5 / 4 / 2021</u>	<u>3:05 PM</u>	<u>REPAIRING PRINTER EPSON L3110</u>	<u>✓</u>	<u>Minchita D. Radovan</u>

Feedback Rating: ☒ Excellent

☐ Very Satisfactory

☐ Satisfactory

☐ Unsatisfactory

☐ Poor

Released by:

Minchita D. Radovan
Signature over printed name

5 / 4 / 2021
Date (mm/dd/yyyy)

Received by:

Minchita D. Radovan
Signature over printed name

5 / 4 / 2021
Date (mm/dd/yyyy)

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Ticket No: 2021-0507-01

Date (mm/dd/yyyy): 05 / 07 / 2021

Requester's Information

Name: <u>Siena Mae M. Lozada</u>	Title: <u>Office Support Assistant</u>
Office: <u>PENRO Marinduque</u>	Building/Room/Flr: <u>1st floor</u>
Phone:	Email Address: <u>sienam25@gmail.com</u>

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.)

Request to assist in reconciling entries of obligations in the Ebudget system of the previous and current year or also pertain to the continuing fund of 2020.

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>Budget officer II</u>
---------------------------------------	------------------------------------------


 Signature

05 / 07 / 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: <u>Mark Ryan S. Lozada</u>	Position/Title: <u>ISA II</u>
---------------------------------------	-------------------------------


 Signature

05 / 07 / 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>05/07/2021</u>	<u>09:28 AM</u>	<u>Provided technical assistance</u>	<u>MR Lozada</u>	

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

Released by:



Mark Ryan S. Lozada
 Signature over printed name

05 / 07 / 2021
 Date (mm/dd/yyyy)

Received by:


SIENA MAE LOZADA
 Signature over printed name

05 / 07 / 2021
 Date (mm/dd/yyyy)

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Ticket No: 2021-0510-01

Date (mm/dd/yyyy): 05 / 10 / 2021

Requester's Information

Name: <u>Eden P. Palacios</u>	Title: <u>Adm. Officer IV</u>
Office: <u>PENRO Marinduque</u>	Building/Room/Flr: <u></u>
Phone: <u></u>	Email Address: <u></u>

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): Technical assistance for zoom meeting

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

Internet connection for zoom meeting

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>Eden P. Palacios</u>	Position/Title: <u></u>
<u>EDEN P. PALACIOS</u>	<u>05 / 10 / 2021</u>
Signature	Date (mm/dd/yyyy):

Infrastructure Service Authorization

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

Full Name: <u>J. M. Miron</u>	Position/Title: <u>IC</u>
<u>J. M. Miron</u>	<u>5 / 10 / 2021</u>
Signature	Date (mm/dd/yyyy):

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

Date	Time	Action Taken	Action Staff	Signature
<u>05/10/2021</u>	<u>01:00 PM</u>	<u>Provided technical assistance</u>	<u>J</u>	<u>[Signature]</u>

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

Released by:

Signature over printed name

05 / 10 / 2021
Date (mm/dd/yyyy)

Received by:

Eden P. Palacios
Signature over printed name

1 / 1
Date (mm/dd/yyyy)

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Ticket No: 2021-0511-01

Date (mm/dd/yyyy): 05 / 11 / 2021

Requester's Information	
Name: <u>Ronald Martinez</u>	Title:
Office:	Building/Room/Flr:
Phone:	Email Address:

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

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>Repairing of computer desktop</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>Ronald Martinez</u>	Position/Title:
Signature: <u>[Signature]</u>	Date (mm/dd/yyyy): <u>05 / 11 / 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. M. M.</u>	Position/Title:
Signature: <u>[Signature]</u>	Date (mm/dd/yyyy): <u>05 / 11 / 2021</u>

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>05/11/2021</u>	<u>9:20am</u>	<u>Repairing computer desktop</u>	<u>JS</u>	<u>[Signature]</u>

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

Released by: <u>[Signature]</u> Signature over printed name	Date (mm/dd/yyyy): <u>05 / 11 / 2021</u>	Received by: <u>[Signature]</u> Signature over printed name	Date (mm/dd/yyyy): <u>05 / 11 / 2021</u>
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Ticket No: 2021-0511-02

Date (mm/dd/yyyy): 05 / 11 / 2021

Requester's Information

Name: <u>ARMANDO J. ABINOL</u>	Title: <u>FORGEMAN II</u>
Office: <u>IT/ITP</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): internet access

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

internet access (DENR WIM access) 20/0

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>5 / 11 / 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>[Signature]</u>	<u>IT</u>
Signature	Date (mm/dd/yyyy): <u>5 / 11 / 2021</u>

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

Date	Time	Action Taken	Action Staff	Signature
<u>5/11/2021</u>	<u>1:53</u>	<u>internet access setup for [Signature]</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:


Signature over printed name

5 / 11 / 2021
Date (mm/dd/yyyy)

Received by:

Signature over printed name

5 / 11 / 2021
Date (mm/dd/yyyy)

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Ticket No: 2021-0511-03

Date (mm/dd/yyyy): 05 / 11 / 2021

Requester's Information

Name: Marina Lourdes P. Castro

Title: LMO II

Office: TSO / RPS

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.)

PROJECTOR & PROJECTA 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:

Position/Title:

Simon R. Amor
Signature

5 / 12 / 2021
Date (mm/dd/yyyy):

Infrastructure Service Authorization

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

Full Name:

Position/Title:

[Signature]
Signature

5 / 11 / 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>5/11/2021</u>	<u>5:00pm</u>	<u>Approved release of hardware requests</u>	<u>[Signature]</u>	<u>[Signature]</u>

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

Released by:

[Signature]
Signature over printed name

5 / 11 / 2021
Date (mm/dd/yyyy)

Received by:

Marina Lourdes P. Castro
Signature over printed name

5 / 11 / 2021
Date (mm/dd/yyyy)

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Ticket No: 2021-0514-01

Date (mm/dd/yyyy): 05 / 14 / 2021

Requester's Information

Name: <u>MARICEL C. DOMAN</u>	Title: <u>FOREST TECHNICIAN</u>
Office: <u>DENR-PENRO-TCD</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): u/gn access

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

In Penro-TCD access for CP (DENR-MN access) 200

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	 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>S. Mian</u>	Position/Title: <u>IT</u>
 Signature	 Date (mm/dd/yyyy):

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

Date	Time	Action Taken	Action Staff	Signature
<u>5/14/2021</u>	<u>1:00pm</u>	<u>INPUT machine code via CP</u>	<u>S</u>	<u>S.</u>

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

Released by: S.

Signature over printed name

5/14/2021
Date (mm/dd/yyyy)

Received by:

McDona
Signature over printed name 05 / 14 / 2021
Date (mm/dd/yyyy)



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

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Ticket No: 2021-0526-01

Date (mm/dd/yyyy): 05 / 20 / 2021

Requester's Information

Name: Piña Mae Lozada

Title: Office Support Assistant

Office: PENRO Budget / Finance

Building/Room/Fir: 1st 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.)

Printer sharing via LAN connection.

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: Anidel Feliciano

Position/Title: AO IV / Budget Officer II

[Signature]
Signature

05 / 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: Mark Ryan S. Lozada

Position/Title:

[Signature]
Signature

05 / 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
05/20/2021	09:51 AM	Printer sharing done	MR. Lozada	[Signature]

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

Released by:

[Signature]
Signature over printed name

05 / 20 / 2021
Date (mm/dd/yyyy)

Received by:

[Signature]
Signature over printed name

05 / 20 / 2021
Date (mm/dd/yyyy)

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Ticket No: 2021-0525-01 Date (mm/dd/yyyy): 5 / 25 / 2021

Requester's Information	
Name: <u>ALVIN L. PERGAS</u>	Title: <u>EMS I</u>
Office: <u>DENR - PENRO - PAND</u>	Building/Room/Flr:
Phone: <u>0948-678-2488</u>	Email Address: <u>baztaglang49@gmail.com</u>

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

DESCRIPTION OF REQUEST (Please clearly write down the details of the request.)
<u>modem & GLOBE 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>EMETERIO M. RECTO</u>	Position/Title: <u>IT</u>
Signature: <u>[Signature]</u>	Date (mm/dd/yyyy): <u>5 / 25 / 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>SS MIGRAN</u>	Position/Title: <u>IT</u>
Signature: <u>[Signature]</u>	Date (mm/dd/yyyy): <u>5 / 25 / 2021</u>

For PICTu Staff Only (Use Back of Form or Separate sheet if necessary)				
Date	Time	Action Taken	Action Staff	Signature
<u>05/25/2021</u>	<u>07:30 AM</u>	<u>Approved peripheral for release</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: _____ Date (mm/dd/yyyy): 5 / 25 / 2021

Received by:

Signature over printed name: [Signature] Date (mm/dd/yyyy): 05/25/2021

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Ticket No: 2021-0526-01

Date (mm/dd/yyyy): 05 / 26 / 2021

Requester's Information

Name: ALVIN L. PERGIS

Title: EMS 1

Office: DENR - PENRO - PAND

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): Zoom Request

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

2nd MNS PMMB Meeting on May 27, 2021 at 8:30 AM at AAA Beach Resort, Laysan, Brac, Marinduque

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. RECTO

Position/Title: SEMS / PASU

Signature

Date (mm/dd/yyyy): 05 / 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: Mark Ryan S. Wada

Position/Title: ISAN

Signature

Date (mm/dd/yyyy): 05 / 26 / 2021

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

Date	Time	Action Taken	Action Staff	Signature
<u>05/26/2021</u>	<u>11:56 AM</u>	<u>Zoom details provided to RO & PA</u>	<u>MILWada</u>	<u>[Signature]</u>

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

Released by:

Mark Ryan S. Wada
Signature over printed name

05 / 26 / 2021
Date (mm/dd/yyyy)

Received by:

ALVIN L. PERGIS
Signature over printed name

05 / 26 / 2021
Date (mm/dd/yyyy)



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: 2021-0527-01

Date (mm/dd/yyyy): 05 / 27 / 2021

Requester's Information

Name: ALVIN L. PERGAS

Title: EMS 1

Office: DENR PENRO - PAMO

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): projector screen

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

2nd PAMO Meeting

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. RECTO

Position/Title: SEMO/PASV

Signature

05 / 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:

Position/Title:

Signature

05 / 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
05/27/2021	07:48 AM	Approved peripheral for release	MMorade	

Feedback Rating: ☒ Excellent

☐ Very Satisfactory

☐ Satisfactory

☐ Unsatisfactory

☐ Poor

Released by:


Received by:

Signature over printed name

Date (mm/dd/yyyy)

Signature over printed name

Date (mm/dd/yyyy)

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

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

Ticket No: 2021-0531-01

Date (mm/dd/yyyy): 05 / 31 / 2021

Requester's Information

Name: <u>MICHAEL JOSEPH A. MARANAN</u>	Title: <u>FOREST RANGER</u>
Office: <u>TSD / MES</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.)

FOR REINSTALL OF MICROSOFT OFFICE 2013 - 64 BIT

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	Date (mm/dd/yyyy): <u>5 / 31 / 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>JJ Mican</u>	<u>IT</u>
Signature	Date (mm/dd/yyyy): <u>5 / 31 / 2021</u>

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

Date	Time	Action Taken	Action Staff	Signature
<u>5 / 31 / 2021</u>	<u>10:25am</u>	<u>REINSTALL OF MS OFFICE</u>	<u>JJ</u>	<u>[Signature]</u>

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

Released by:

Signature over printed name

5 / 31 / 2021
Date (mm/dd/yyyy)

Received by:

MICHAEL JOSEPH MARANAN
Signature over printed name

5 / 31 / 2021
Date (mm/dd/yyyy)