	PLANNING AND MANAGEMENT DIVISION	Document ID #	R13-PMD.FO.01
	Regional Information and Communication Technology Unit (RICTU)	Revision No.	2
	SERVICE REQUEST FORM (SRF)	Effectivity	8/25/2022

Reminder: Please complete this form and submit it at the <u>RICT Unit Service Desk</u> located on the ground floor LPDD/ TS Building, Planning and Management Division or email a scanned copy to <u>caraga.ict@denr.gov.ph</u>. Once processed, a Technical Support Representative will contact you to schedule service.

Ticket No: Date (mm/dd/yyyy): ✔ 12-01-2025

Requester's Information	
Name : ✔ Janica L. Sembrano	Position: ✔ FH
Division: ✔ RPS	Section: ✔ RPS
Phone : ✔ 0912-011-4237	Email Address: ✔

Request Information

Type of request: ☐Technical Assistance ☐Asset/Borrow ☐ E-mail ☐ Others (specify):_____

DESCRIPTION OF REQUEST *(Please clearly write down the details of the request.)*
✔
for O-LDPMS — user Account

Authorization

All requests for service must be approved by the appropriate manager/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: ✔ ANGEL CONSTANTINO	Position/Title: ✔ S1
✔ Signature (Manager/Supervisor)	✔ 12-01-2025 Date (mm - dd - y y y y)

Infrastructure Service Authorization

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

Full Name: **MARIETTA L. CHUA**	Title / Position: **ISA-II / OIC CHIEF, RICTU**
_____ Signature	____-____-_____ Date (mm - dd - y y y y)

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

Date	Time	Action Taken	Action Staff	Signature

Feedback Rating: ☐ Excellent ☐ Very Satisfactory ☐ Satisfactory ☐ Below Satisfactory ☐ Poor

☐ **Completed**
Acknowledged by:

_____
Signature over printed name
Date/Time:

Ref: NIMD Service Request Form 22 March 2021