



## OFFICE 365 ACCOUNT APPLICATION FORM

| <b>User Information</b> |  |             |         |        |  |
|-------------------------|--|-------------|---------|--------|--|
| Name:                   | ELA RADIEL F. YONSON   |             |         |        |  |
| Emp ID No:              | Birthday:  | 08/31/1989  | Gender: | FEMALE |  |
| Position:               | AOIII (Supply Officer II)                                    |             |         |        |  |
| Employment Status       | Regular  |             |         |        |  |
| Office/Bureau:          | DTI Caraga   |             |         |        |  |
| Division:               | FINANCE AND ADMINISTRATIVE DIVISION                          |             |         |        |  |
| Office Address:         | 4TH FLOOR PLAZA CORPORATE CENTER, JC AGUINO AVE, BUTUAN CITY |             |         |        |  |
| Office Phone:           | Mobile Phone:  | 09093108972 | Fax No. |        |  |
| Applicants Signature    |  |             |         |        |  |
| Date:                   | 01/03/2023   |             |         |        |  |

| <b>User's Primary Device Information:</b><br><small>Please provide information on the machine that will be used in this Account</small> |              |  |             |
|---|--------------|--|-------------|
| Computer Type:<br>(Server/Desktop/Notebook)   | DESKTOP      | CPU Type:<br>(Intel i7, i5, i3 or lower)                       | AMD Ryzen 5 |
| Memory Capacity:  | 8 GB         | Hard Disk Capacity:  | 500 GB      |
| Operating System:   | Windows 10   | MS Office Version  |             |
| <b>User's Other Device:</b>   |              |  |             |
|   | Brand        | Operating System<br>(e.g. Android, Windows Phone, iOS, Others) |             |
| Mobile Phone  | XIAOMI RedMi | Android  |             |
| Tablet  |              |  |             |
| Other   |              |  |             |

| <b>Approval:</b>                   |                        |
|------------------------------------|------------------------|
| Approved by:                       | JOAN VOLTAIRE S. ANCIA |
| Signature Approving Director/Chief |                        |
| Date:                              | 1/4/2023               |

| <b>SPACE FOR MIS USE:</b>       |  |
|---------------------------------|--|
| Approved Email / Login Account: |  |
| Display Name:                   |  |
| Initial Password:               |  |
| Email Account                   |  |
| Process by:                     |  |
| Date Processed:                 |  |
| Remarks:                        |  |