**PREVENTIVE MAINTENANCE SCHEDULE AND MONITORING FORM**

**Computer Laboratory Room. 501**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date and Time** | **Office** | **Name and Signature of End-user** | **Name/ Description of Units(s) / Systems or Applications Maintained** | **Number of Unit(s) Maintained and Monitored** | **Job Performed** | **Remarks** | **Name and Signature of Computer Technician / IT Staff** |
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***Monitored and Supervised by:***

**BORN CHRISTIAN A. ISIP** IT Head

**SYSTEM UPDATE AND BACK-UP RECORD SHEET**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date and Time** | **Office** | **Name and Signature of Client or End-user** | **Procedure to Address** | **Status** | **Method /Type of Data Updated / Stored or Back-up Media** | **Remarks / Comments** | **Name and Signature of Computer Technician / IT Staff** |
|  |  |  | Copying of file from Desktop to Flashdrive | File Copied | Excel Files / Flashdrive | Updated/ Backed-up |  |
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**WEBSITE UPDATE REQUEST FORM**

**Date Requested:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office / College** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name and Signature of Client/ End-user** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contact Number** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Website Update to be done:**

**New Link** **New Photos** **New Banner** **New Text** **Content Update**

**Others (pls specify):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** Please provide the Website Office the complete **text and image content** for the updates to be done.

**Thank you.**

**Approved :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IT Head

**Date Updated/ Completed :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Updated by** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature of Website Administrator/Programmer

**ICT INVENTORY FORM**

**Computer Laboratory Room. 501**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM/EQUIPMENT DESCRIPTION** | **Quantity** | **Unit** | **Remarks** |
| Router | 2 | units | Functional |
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**Prepared by:**

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IT Staff

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**BORN CHRISTIAN A. ISIP** IT Head

**USER-SUPPORT / REPAIRS REQUISITION AND CORRECTIVE MAINTENANCE FORM**

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| --- | --- | --- | --- | --- | --- | --- |
| **Date and Time of Request** | **Office** | **Name and Signature of**  **End-User or Requester** | **Defect or Problem(s) Encountered** | **Work Description or**  **Maintenance Work Performed** | **Date and Time the Work was Accomplished** | **Name and Signature of Technician / IT Staff** |
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**OFFICE SUPPLIES INVENTORY FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item / Office Supplies Description** | **Quantity** | **Unit** | **Remarks** |
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**Prepared by:**

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IT Staff

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**BORROWERS’ FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BORROWER’S NAME**  **( Lname, Firstname, MI)** | **SIGNATURE** | **CONTACT NO.** | **DATE BORROWED** | **PURPOSE** | **DESCRIPTION OF**  **ITEM(S) BORROWED** | **QUANTITY** | **UNIT** | **REMARKS** |
|  |  |  |  |  | Keyboard | 1 | pc | Returned 12 |
|  |  |  |  |  | Mouse | 1 | pc |  |
|  |  |  |  |  | System Unit  Specs: | 1 | unit |  |
|  |  |  |  |  | AVR |  | unit |  |
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