**REPAIRS REQUISITION AND ACCOMPLISHMENT FORM**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date and Time** | **Name of Office** | **Name/ Description of Units for Repair**  ***(include serial/model no.)*** | **Details of Complaints/ Defects** | **Repair Log /Job Performed** | **Remarks** | **Name and Signature of Client** | **Name and Signature of Technician** |
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**PREVENTIVE MAINTENANCE AND MONITORING SHEET**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date and Time** | **Name of Office** | **Name/ Description of Units(s) Maintained**  ***(include serial/model no.)*** | **Number of Unit(s) Maintained and Monitored** | **Job Performed** | **Remarks** | **Name and Signature of Client** | **Name and Signature of Technician/ IT Staff** |
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**PREVENTIVE MAINTENANCE SCHEDULE FORM**

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| --- | --- | --- | --- | --- | --- | --- |
| **Date and Time** | **Name of Client/ Office and Signature** | **WEEKDAYS** | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday |
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**BACK-UP RECORD SHEET**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date and Time** | **Name of Client / Office and Signature** | **Procedure to address** | **Status** | **Method /Type of Storage or Back-up Media** | **Remarks / Comments** | **Name and Signature of Technician/ IT Staff in charge** |
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**Description of Status:**

**MP**:MOST PRIORITY (MP) - requires immediate action

**P**:PRIORITY(P) - needs to be reviewed before an action will be taken

**LP**: LESS PRIORITY (LP)- can still be used but with minor errors arising in the unit or system

**Procedure to address:**

Daily Back up procedure for UIS server or its subsystems

Restore procedure for software and data in the main file server or its subsystems

Error detection on the main file server or any of its subsystems

A reaction plan /backup of needed and important in the main file server or any of its subsystems prior to formatting or unit troubleshooting

**USER - SUPPORT REQUISITION FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date and Time** | **Name of Client/Office and Signature** | **Type of Service(s)**  **Requested or Needed** | **Remarks / Comments** | **Name and Signature of Technician/ IT Staff in charge** |
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**WEBSITE UPDATE REQUEST FORM**

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

**Date Needed**  :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Requested by** :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office / College** :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contact number** :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email**  :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Website Update to be done:**

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

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

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

**Thank you.**

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

IT Head

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

Web Administrator/Programmer

**ICT INVENTORY FORM**

**Internet /Computer Laboratory No.\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM/EQUIPMENT DESCRIPTION** | **Quantity** | **Model** | **Serial Number** | **Remarks** |
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**Prepared by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computer / Internet in charge

**CORRECTIVE MAINTENANCE CHECKLIST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date and Time** | **Office / Name of End-User** | **Work Description** | **Possible Cause** | **Maintenance Work** | **Person Responsible/Incharge**  **(Signature over Printed Name)** |
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**BORROWERS' FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Dr. Wivina A. Tering |  |  |  | TPLink 150Mbps Wireless USB Adapter  TL-WN722N | Internet Connectivity | 1 |  |  |
| Dr. Florife O. Urbiztondo |  |  |  | 1 |  | To be checked fr the supply office |
| Cosmiano, Eugenia R. | 11/26/2008 |  |  | 1 |  | To be checked fr the supply office |
| Alcala, Joey |  |  | 1 |  | Still used by borrower |
| Sagetarios, Marlina |  |  | 1 |  | To be checked fr the supply office |
| Grefalde, Violeta |  |  | 1 |  | Still used by borrower |
| Concha, Nestor |  |  | 1 |  | To be checked fr the supply office |
| Dr. Nemesio G. Loayon | 12/11/08 |  |  | 1 |  | Still used by borrower |

I understand and agree that all borrowed equipment/ IT accessories is/are my responsibility once borrowed, and that I may incur financial penalties for any equipment damage or loss.

**OFFICE SUPPLIES INVENTORY FORM**

**Internet /Computer Laboratory No.\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Quantity** | **Unit** | **Remarks** |
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**Prepared by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computer / Internet in charge

**BORROWERS’ FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
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**BORROWER’S FORM**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Tuban, Gloria S. | 4/19/2010 |  |  | 17" Computer Monitors |  | 2 |  | To be checked from the supply office |
|  |  |  |  | CPU |  | 1 |  |
|  |  |  |  | A4Tech Optical |  | 1 |  |
|  |  |  |  | Mouse |  | 1 |  |
|  |  |  |  | Keyboard |  | 1 |  |
|  |  |  |  | AVR |  | 1 |  |
|  |  |  |  | Computer Table |  | 1 |  |
|  |  |  |  |  |  |  |  |
|  | 2/13/2009 |  |  | Motherboard |  | 1 |  |
|  |  |  |  | AOC White Monitor |  | 1 |  |
|  |  |  |  |  |  |  |  |  |

I understand and agree that all borrowed equipment/ IT accessories is/are my responsibility once borrowed, and that I may incur financial penalties for any equipment damage or loss.

Signature of Borrower

**BORROWER’S FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Avila, Prime | 7/1/2006 |  |  | CPU/ System Unit  ***Specs:***  Intel(R)  Pentium (R) 4 CPU 2.26 ghz  DDR 224 MB of RAM  ATX without CD ROM |  | 1 |  | To be traced from internet lan record of items condemned |
|  | 2/14/2005 |  |  | Computer Eye Care |  | 1 |  |
|  | 12/13/2004 |  |  | CPU for President's Office |  | 1 |  |
|  | 2/9/2004 |  |  | Printer Cable |  | 1 |  |
|  |  |  |  |  |  |  |  |  |

I understand and agree that all borrowed equipment/ IT accessories is/are my responsibility once borrowed, and that I may incur financial penalties for any equipment damage or loss.

Signature of Borrower

**BORROWER’S FORM**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Grefalde , Violeta | 5/13/2010 |  |  | CPU only for ESMS |  | 1 |  | To be traced from internet lab record of items condemned |
|  | 5/18/2009 |  |  | Computer Monitor |  | 1 |  |
|  | 4/20/2004 |  |  | Printer |  | 1 |  |
|  | 10/30/02 |  |  | Plastic Chairs |  | 4 |  |
|  |  |  |  |  |  |  |  |  |

I understand and agree that all borrowed equipment/ IT accessories is/are my responsibility once borrowed, and that I may incur financial penalties for any equipment damage or loss.

Signature of Borrower

**BORROWER’S FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Cosmiano, Eugenia R. | 3/31/2014 |  |  | 19.5" Black LED Monitor |  | 1 |  | Returned to internet lab 1 |
|  | 1/2/2006 |  |  | CPU |  | 1 |  | To be checked from the supply office |
|  |  |  |  |  |  |  |  |  |
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I understand and agree that all borrowed equipment/ IT accessories is/are my responsibility once borrowed, and that I may incur financial penalties for any equipment damage or loss.

Signature of Borrower

**BORROWER’S FORM**

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| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Dumpa, Rainero | 2/12/2009 |  |  | 8-ports 10/100 mbps Intex Switch |  | 1 |  |  |
|  | 12/12/2008 |  |  | 54 mbps TLWN321G TP-LINK Wireless Adapter |  | 1 |  | Still used by the borrower |
|  | 3/25/2008 |  |  | USB Mouse |  | 1 |  | To be checked from the supply office |
|  |  |  |  |  |  |  |  |  |
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I understand and agree that all borrowed equipment/ IT accessories is/are my responsibility once borrowed, and that I may incur financial penalties for any equipment damage or loss.

Signature of Borrower

**BORROWER’S FORM**

|  |  |  |  |  |  |  |  |  |
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| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Alegado, Rosy V. | 1/31/2017 |  |  | Bosston PS2 Keyboard |  | 1 |  | Still used by the borrower |
|  | 7/8/2014 |  |  | USB Type Keyboard |  | 1 |  | To be checked from the supply office |
|  |  |  |  |  |  |  |  |  |
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I understand and agree that all borrowed equipment/ IT accessories is/are my responsibility once borrowed, and that I may incur financial penalties for any equipment damage or loss.

Signature of Borrower

**BORROWER’S FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Bajamonde , Rogelio | 8/7/2013 |  |  | System Unit/ CPU  ***Specs:***  -Black Casing  -A6-3500 2.1 ghz processor  -80gb HDD  -600w switching power supply  -2gb ddr3 memory |  | 1 |  | To be asked from Maam Sol Virtudazo (turned-over to Maam Virtudazo) |
|  | 1/14/2009 |  |  | 54mbps TP-Link Wireless Adapter |  | 1 |  | To be checked from the internet lab record of items condemned |
| Jumanoy, Juemandy | 1/14/2009 |  |  | 54mbps TP-Link Wireless Adapter |  | 1 |  | To be checked from the internet lab record of items condemned or refer to supply office |

I understand and agree that all borrowed equipment/ IT accessories is/are my responsibility once borrowed, and that I may incur financial penalties for any equipment damage or loss.

Signature of Borrower

**BORROWER’S FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Dr. Eloida O. Quezada | 9/11/2017 |  |  | Printer |  | 1 |  | Still used by borrower |
|  | 10/8/2015 |  |  | Desktop Computer Power Cord |  | 2 |  | To be checked from the supply office |
|  | 4/17/2007 |  |  | System Unit /CPU:  -256 DDR pQI memory  -M265A Asrock Motherboard  -40gb Samsung Hard disk  -Color White with blue Casing |  | 1 |  |
|  | 10/6/2003 |  |  | ATX Power Supply |  | 2 |  |
|  |  |  |  | SDR Memory |  | 3 |  |
|  |  |  |  | Asrock Motherboard |  | 1 |  |

I understand and agree that all borrowed equipment/ IT accessories is/are my responsibility once borrowed, and that I may incur financial penalties for any equipment damage or loss.

Signature of Borrower

**BORROWER’S FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Calotes, Emily O. | 8/9/2007 |  |  | CPU Heat Sink Socket 478 |  | 1 |  | To be checked from the supply office |

I understand and agree that all borrowed equipment/ IT accessories is/are my responsibility once borrowed, and that I may incur financial penalties for any equipment damage or loss.

Signature of Borrower

**BORROWER’S FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Larena, May L. | 11/4/2013 |  |  | System Unit /CPU |  | 1 |  | Still used by the borrower |
|  | 12/17/2012 |  |  | CRT Monitor |  | 1 |  | Condemned |
|  | 5/19/2010 |  |  | A4tech Optical Mouse |  | 1 |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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I understand and agree that all borrowed equipment/ IT accessories is/are my responsibility once borrowed, and that I may incur financial penalties for any equipment damage or loss.

Signature of Borrower

**BORROWER’S FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Juagpao, Sheila L. | 1/9/2013 |  |  | Computer Keyboard |  | 1 |  | Still used by the borrower |
|  | 4/27/2010 |  |  | A4Tech Mouse |  | 1 |  | Condemned |
|  |  |  |  |  |  |  |  |  |
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I understand and agree that all borrowed equipment/ IT accessories is/are my responsibility once borrowed, and that I may incur financial penalties for any equipment damage or loss.

Signature of Borrower

**BORROWER’S FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Loayon, Nemesio G. | 4/29/2011 |  |  | Keyboard |  | 1 |  | To be asked from the borrower and for follow-up by 2nd week of june |
|  | 6/26/2008 |  |  | System Unit /CPU  ***Specs:***  -ASUS Motherboard Socket 478  -40gb Maxtor Hard disk  -Samsung CD Rom  -Windows 98 Operating System  -12volts, 20pins ATX Power Supply |  | 1 |  | Returned @ Internet lab1 |
|  | 6/24/2008 |  |  | CD ROM |  | 1 |  |  |

I understand and agree that all borrowed equipment/ IT accessories is/are my responsibility once borrowed, and that I may incur financial penalties for any equipment damage or loss.

Signature of Borrower

**BORROWER’S FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Dr. Baceledes R. Estal | 4/24/2017 |  |  | System Unit / CPU |  | 1 |  | **To be condemned** |
|  | 7/18/2011 |  |  | System Unit / CPU  ***Specs:***  -Intel Pentium Dual Core Processor Socket 775LGA  -Asrock Motherboard  -Memory slot 512mb DDR3 shared Memory  -1gb DDR3 Kingston Memory  -160gb Seagate SATA Hard Disk  -CD Rom Drive  -Tornado Power Supply |  | 1 |  | In the Computer Shop subject for repair.  With different specifications  **To be condemned** |

I understand and agree that all borrowed equipment/ IT accessories is/are my responsibility once borrowed, and that I may incur financial penalties for any equipment damage or loss.

Signature of Borrower

**BORROWER’S FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Barcena, Necie O. | 01/9/2017 |  |  | Computer Table |  | 1 |  | Still used by the borrower |
| Concha, Nestor R. | 5/11/2010 |  |  | System Unit /CPU without Power Supply |  | 1 |  | To be asked from Sir Nestor Concha |
|  |  |  |  | LX-300 Printer |  | 1 |  |
| Trinidad, Juana P. | 4/5/2005 |  |  | Computer Table |  | 1 |  | To be checked from the supply office |
|  |  |  |  |  |  |  |  |  |
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Signature of Borrower

**BORROWER’S FORM**

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| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Surilla, Lorna | 1/12/2010 |  |  | 15” Black AOC Monitor |  | 1 |  | To be traced from internet lab on items condemned |
|  | 9/4/2006 |  |  | Monitor |  | 1 |  |
|  |  |  |  |  |  |  |  |  |
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| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** |
| Isip, Born Christian A. | 6/5/2012 |  |  | Motherboard Socket 775 LGA MSI Brand |  | 1 |
|  |  |  |  | Motherboard Socket 775 LGA ASUS Brand |  | 2 |
|  |  |  |  | Intel Processor Core 2 Dou |  | 2 |
|  |  |  |  | Intel Processor Core 2 Quad |  | 1 |
|  |  |  |  | Memory DDR2 Kingston Brand |  | 3 |
|  |  |  |  | HITACHI 160GB Hardisk |  | 2 |
|  |  |  |  | SEAGATE 260GB Hardisk |  | 1 |
|  |  |  |  | ATX Power Supply |  | 3 |
|  |  |  |  | Optical Drive DVD Multi Recorder |  | 3 |
|  | 2/2/2004 |  |  | CPU without hard disk and power supply |  | 1 |

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| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Ravelo, Liezel U. | 3/16/2018 |  |  | Set of Computer with complete accessories |  | 1 |  | Still used by the borrower |
| Sanchez, Rebecca S. | 3/16/2018 |  |  | CPU unit with 2 HDD |  | 2 |  | Still used by the borrower |
|  |  |  |  | Keyboard |  | 1 |  |
|  | 8/19/2009 |  |  | Printer | For IQUAME Briefing Materials | 1 |  | To be checked from the internet lab files of condemned items  Or checked from the supply office |
| Arayan, Mark Jayford B. | 1/29/2014 |  |  | Intex IT-300B Computer Multimedia Speaker 2.0 |  | 1 pair |  | Still used by the borrower |

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| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Bangoy, Jayzel P. | 4/24/2017 |  |  | Mouse |  | 1 |  | Returned |
|  | 11/27/2015 |  |  | Set of Desktoip Computer  ***Specs:***  -A4-6300 APU FM2  -FM2 Motherboard  -DDR3 2GB Memory  -600W PSU  -500gb SATA HDD  -15.6” AOC LED Monitor  -Echo Power AVR  -USB Mouse  -PS2 Keyboard |  | 1 |  | Still used by the borrower |
|  | 7/13/2010 |  |  | Computer Table |  | 1 |  | Condemned |

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| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Medrano, Helen P. | 7/21/2011 |  |  | Fire Extinguisher | For Fire Drill | 2 |  | Condemned |
|  | 8/31/2006 |  |  | CPU with complete accessories |  | 1 |  |
|  |  |  |  | Mouse |  | 1 |  |
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| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Yusico, Maria Theresa Q. | 1/10/2018 |  |  | Can of Floor wax |  | 1 |  |  |
|  | 2/24/2013 |  |  | Trashbins without cover |  | 6 |  | Returned |
|  |  |  |  |  |  |  |  |  |
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Signature of Borrower

**BORROWER’S FORM**

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| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Zartiga, Joan M. | 4/21/2017 |  |  | Computer Stand |  | 1 |  | Still used by borrower |
|  | 1/27/2016 |  |  | Standard Stand Fan |  | 1 |  |
|  |  |  |  |  |  |  |  |  |
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| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Serra, Solameta M. | 10/30/2012 |  |  | Computer Table |  | 1 |  | To be checked from the supply office |
|  |  |  |  | Monitor |  | 1 |  |
|  |  |  |  | Mouse |  | 1 |  |
|  |  |  |  | Keyboard |  | 1 |  |
|  |  |  |  | AVR |  | 1 |  |
|  |  |  |  | CPU |  | 1 |  |
|  | 11/15/2011 |  |  | CPU |  | 3 |  |
|  |  |  |  | Monitor |  | 3 |  |
|  |  |  |  | PS2 Keyboard |  | 3 |  |
|  |  |  |  | PS2 Mouse |  | 3 |  |
|  |  |  |  | AVR |  | 3 |  |
|  |  |  |  |  |  |  |  |  |

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| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Ronquillo, Grace N. | 11/10/2015 |  |  | Pair of Speaker |  | 1 |  | Still used by borrower |
| c/o Sheila Juagpao | 3/05/2012 |  |  | LED/ Flatscreen Monitor |  | 1 |  | Still used by borrower |
| Malong, Camilo D. | 11/23/2015 |  |  | Pair of Speaker |  | 1 |  | To be checked from the supply office |
|  | 5/8/2013 |  |  | Computer Table | For accounting use | 2 |  | Still used by borrower |
|  | 6/7/2011 |  |  | CPU | For SDSSU Commissary Sales and Inventory System | 1 |  | Condemned |
|  |  |  |  | Kingston 2gb DDR1 Memory |  | 1 |  | Condemned |
|  |  |  |  | Pair of Computer Speaker |  | 1 |  | Codemned |
| Estibal, Arnolfa G. | 12/07/2004 |  |  | CPU |  | 1 |  | To be checked from the supply office |
|  |  |  |  |  |  |  |  |  |

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| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| España, Maria Lea Griettel A. | 6/13/2016 |  |  | Used computer steel tables |  | 10 |  | Still used by borrower |
| Osorio, Aida C. | 4/15/2014 |  |  | CW-SC244EPH  Serial #:170810227 2.5 HP Panasonic Aircon unit |  | 1 |  | Still used in the old library |
|  | 1/28/2014 |  |  | Intex 600VA UPS |  | 1 |  | To be checked from internet lab file of condemned items |
|  | 2/19/2013 |  |  | NComputing |  | 3 |  | Condemned |
|  |  |  |  | 16” AOC LED Monitor |  | 1 |  |
|  |  |  |  | 19” AOC CRT MOnitor |  | 2 |  |
|  |  |  |  | A4Tech USB Type Keyboard |  | 3 |  |
|  |  |  |  | A4Tech USB Type Mouse |  | 3 |  | Condemned |
|  |  |  |  | DS AVR |  | 1 |  |
|  |  |  |  | Echo Power AVR |  | 2 |  |
|  |  |  |  | TP-Link Wireless Router |  | 1 |  |
|  |  |  |  | CPU only Server for NComputing |  | 1 |  |
|  | 9/13/2012 |  |  | CPU only  ***Specs:***  -A4-3400 2.7ghz socket FM1 Processor  -APACER 4gb DDR3 memory  -Seagate 160gb SATA HD  -Socket FM1 Emaxx Motherboard  -600W Rise Switching Power Supply | For Library Follett Server | 1 |  |
|  | 1/30/2012 |  |  | Electric Fan |  | 1 |  | Condemned |
| Amahit, Arnie B. | 6/3/2004 |  |  | Keyboard |  | 1 |  |  |
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| **NAME( Lname, Firstname, MI)** | **DATE BORROWED** | **CONTACT NO.** | **NO. OF DAY(S) REQUIRED** | **DESCRIPTION OF ITEM(S) BORROWED** | **PURPOSE** | **QUANTITY** | **SIGNATURE** | **REMARKS** |
| Dr. Clemencia L. Sumagaysay | 1/10/2017 |  |  | IBM System X3400 M3 Server | Transferred from SDSSU-Main UIS Room to SDSSU-San Miguel | 1 |  |  |
| Espere, Allan | 01/22/2004 |  |  | Black Titanium Keyboard |  | 2 |  |  |
|  |  |  |  | 8 ports 3com Switch Hub  Serial#: 0300 / LRWG1 H0157586 with adaptor | Library Use | 1 |  |  |
|  |  |  |  | 16 ports 3com Switch Hub Serial#:0200/LRYG 110110367 with adaptor | Internet Lab use | 1 |  |  |
|  |  |  |  | Switching Power Supply  ATX Model: LC-B300 | Library Use | 2 |  |  |
|  |  |  |  | 128mb DDR Elixir Memory | 1 |  |  |
| Sumando, Jeramie O. | 1/30/2004 |  |  | CPU Acer Altos with Complete Drivers |  | 1 |  |  |
|  |  |  |  | Acer Keyboard |  | 1 |  |  |
|  |  |  |  | Acer Mouse |  | 1 |  |  |
|  |  |  |  | CPU Key CD Drivers |  | 1 |  |  |
| Distributed to Different Offices | 12/13/2002 |  |  | Clone Computers | Server Room | 7 |  | To be checked from internet lab files of condemned items |
|  |  |  |  | Branded Computer | 1 |  |
|  |  |  |  | Clone Computer | Library | 1 |  | To be traced from the supply office |
|  |  |  |  | 16 Ports Switch Hub | 1 |  |
|  |  |  |  | Clone Computer | Computer Lab 1 & 2 | 2 |  | To be checked from internet lab files of condemned items |
|  |  |  |  | Branded Computer | Office of the President | 1 |  | To be traced from the supply office |
|  |  |  |  |  | Accounting Office | 1 |  |
|  |  |  |  |  | Cashier’s Office | 1 |  | c/o Loyd still used and placed in the UIS Room |
|  |  |  |  |  | Registrar’s Office | 1 |  | Returned and Condemned with 1 keyboard and mouse |
|  |  |  |  |  | Office of the Executive Dean | 1 |  | **To be condemned** |
|  |  |  |  | 8 ports Switch Hub | Office of the Registrar | 1 |  | Condemned |
|  |  |  |  |  | Administration Building | 1 |  | Condemned |
|  |  |  |  | 16 Ports Switch Hub | New Computer Laboratory | 1 |  | To be checked in the internet lab condemned items  Or traced from supply office |
|  |  |  |  | 8 ports switch hub | Office of the Executive Dean | 1 |  | Still used in the computer laboratory |
| Dr. Rolly Salvaleon | 9/22/2015 |  |  | Charger Sony Vaio UltraBook (lost during Board Meeting) |  | 1 |  |  |
| Dr. Remegita C. Olvida | 4/19/2010 |  |  | CPU |  | 1 |  | To be checked from the supply office |
|  |  |  |  | 17” AOC Monitor |  | 1 |  |
|  |  |  |  | A4Tech Optical Mouse |  | 1 |  |
|  |  |  |  | Keyboard |  | 1 |  |
|  |  |  |  | AVR |  | 1 |  |
|  |  |  |  | Computer Table |  | 1 |  |
| Dr. Noelito Salcedo | 1/31/2007 |  |  | 128mb DDR Memory |  | 1 |  | **For condemn** |
| Respecia, Genalyn | 1/6/2017 |  |  | BOOST ART-500 AVR |  | 1 |  | condemned |
| Dr. Ramel Tomaquin | 11/04/2013 |  |  | TP-Link N750 Wireless Router |  | 1 |  | Still used in internet lab 1 |
| Azarcon, Rizza Mae C. | 02/18/2016 |  |  | 150mbps TP-Link Router |  | 1 |  | Condemned |
| Dr. Romeo Patan | 5/12/2016 |  |  | Set of Desktop Computer  ***Specs:***  -A4-6300 APU Black Casing  -HDD  -DDR3 memory  -PSU  -15.6” AOC Monitor  -Delux USB Keyboard and Mouse  -Ortex AVR |  | 1 |  | Functional and returned to internet lab. 1 last 5/17/2018 |
| Surilla, Nick | 4/28/2010 |  |  | Set of Computer |  | 1 |  | Used in Telaje Annex Campus but it was lost. It needs police report from the borrower |
|  |  |  |  | LX-300+ Printer |  | 1 |  |
| Dr. Gamaliel A. Senoc | 7/17/2009 |  |  | Computer Table | For IAS/CAS | 1 |  |  |
| Fallado, Juliet G. | 6/23/2009 |  |  | System Unit /CPU |  | 1 |  |  |
| Dr. Florife O. Urbiztondo | 2/16/2009 |  |  | Canon Printer (transferred from Maam Marlina) |  | 1 |  | To be checked from the supply office |
| Dr. Jocelyn B. Panduyos | 1/8/2009 |  |  | Hard Disk | For Research Office Use | 1 |  | Condemned |
| Mark of EMCOR | 4/17/2013 |  |  | Epson L1100 Printer  Serial #: SMQK 009990 |  | 1 |  |  |
| Lim, Roel T. | 7/24/2017 |  |  | Evolve Keyboard |  | 1 |  | Condemned |
| Alimboyong, Catherine R. | 11/30/2013 |  |  | AMD Motherboard(non-functional) | For Instructional purpose in the on-going CHS Training | 1 |  |  |
|  |  |  |  | Intel Motherboard(non-functional) | 1 |  |  |
| Ondona, Eldy C. | 8/2/2005 |  |  | Pair of Computer Speaker |  | 1 |  | Condemned |
| Cleonie Capucanan/ Rea | Before June 13, 2017 |  |  | Sets of Computer  ***Specs:***  ***-***A4 APU Socket FM2  -Socket FM2 Motherboard  -500gb HDD  -4gb DDR3 Memory  -700W PSU  -15.6” LED Monitor  -Keyboard and Mouse  -AVR | For encoding of free tuition | 2 |  | Still used by borrower |
| Trinidad, Juana P. | 4/5/2005 |  |  | Computer Table |  | 1 |  | Still used by borrower |
| Trinidad, Ofelia | No date indicated |  |  | Electric Fan |  | 1 |  | To be checked from internet lab record of condemned items |
| Baculio, Keith Lou F. | 5/11/2017 |  |  | Monitor |  | 1 |  | Condemned |
| Vanguard Office | 7/4/2008 |  |  | Monitor |  | 1 |  | To be checked from the supply office |
| Lague, Joseph Michael | 10/20/06 |  |  | CPU with complete hardware peripherals  ***Specs:***  -40gb hard disk Serial#: S01JJ50Y7966728  -128mb DDR Memory Serial#: 2305091-08732 |  | 1 |  |  |
| Estose, Teresita M. | 10/18/06 |  |  | Switch Hub with Adaptor (transferred to Loloy Dumpa’s unit) |  | 1 |  | To be checked from the supply office |
| ESMS Format | 10/17/2007 |  |  | -IOM  -ITE  -IAS  -IECST  -Graduate School |  | 1 each |  |  |
| Dr. Ernesto Buniel/ Tenio, Dalimark M. | 7/20/2016 |  |  | Rotating Chair |  | 1 |  | Condemned |
| Guinit, Nerissa E. | 7/7/2016 |  |  | Computer Stand |  | 1 |  | Condemned |
| Dr. Mardie E. Bucjan | 11/11/2014 |  |  | Computer Table |  | 1 |  |  |
| Dr. Erwin R. Bucjan | 11/11/2014 |  |  | Computer Table |  | 1 |  |  |
| Sahilan, Roberto M. | 1/28/2011 |  |  | CPU |  | 1 |  | Still used by the borrower |
| Sagetarios, Marlina B. | 3/3/2014 |  |  | Computer Table |  | 1 |  | To be checked from the supply office |
| Pagaduan, Myrnalyn D. | 8/13/2015 |  |  | Printer Epson L110 |  | 1 |  | Condemned |
| Virtudazo, Sol | 10/28/2014 |  |  | Computer Table |  | 1 |  |  |
| Hofileña, Genalyn S./ SSG | 10/08/2008 |  |  | Mouse |  | 1 |  | To be traced by the borrower |
| Brigoli, Jovelyn | No date indicated |  |  | Monitor |  | 1 |  | Codemned |
| Tero, Antonio G. | 11/6/2014 |  |  | Computer Table |  | 1 |  |  |
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Signature of Borrower

**FM-ICT-OO5A** - REPAIRS REQUISITION AND ACCOMPLISHMENT FORM

**FM-ICT-OO5B** -PREVENTIVE MAINTENANCE AND MONITORING SHEET

**FM-ICT-OO5C**- PREVENTIVE MAINTENANCE AND SCHEDULE FORM

**FM-ICT-OO5D** -BACK-UP RECORD SHEET

**FM-ICT-OO5E** -USER - SUPPORT REQUISITION FORM

**FM-ICT-OO5F-**WEBSITE UPDATE REQUEST FORM

**FM-ICT-OO5G**- ICT INVENTORY FORM

**FM-ICT-OO5H-**CORRECTIVE MAINTENANCE CHECKLIST

**FM-ICT-OO5I-**OFFICE SUPPLIES INVENTORY FORM

**FM-ICT-OO5J-**BORROWERS’ FORM

**QR-ICT-005A** Duly Accomplished ICT Inventory Form

**QR-ICT-005B** Approved Project Procurement Management Plan with Proposals for ICT

**QR-ICT-005C** Approved Purchase Requests for ICT

**QR–ICT- 005D-**Duly Accomplished Report of Pre-inspection from the Computer Technician or IT Staff

**QR-ICT-005E -**Duly Accomplished Back-up Record Sheet

**QR-ICT-005F-**Approved ICT Project Proposal

**QR-ICT-005G-** Duly Accomplished Project Acceptance Report

**QR–ICT-005H**-Report of Pre-inspection from the Computer

Technician

**QR-ICT-005I**- Duly Accomplished REPAIRS REQUISITION AND ACCOMPLISHMENT FORM

PROCEDURE NUMBER 1:PM-ICT-008A -REPAIR AND MAINTENANCE OF ICT EQUIPMENT

 PROCEDURE NUMBER 2: PM-ICT-008B -DATA BACKUP AND RECOVERY

 PROCEDURE NUMBER 3: PM-ICT-008C -NETWORK ADMINISTRATION AND MAINTENANCE

 PROCEDURE NUMBER 4: PM-ICT-008D- USER SUPPORT

 PROCEDURE NUMBER 5: PM-ICT-008E-WEBSITE MANAGEMENT

GL-ICT-005A -BACKUP POLICY AND PROCEDURES

 GL-ICT-005B -INFORMATION SECURITY POLICY

 GL-ICT-005C-NETWORK ACCESS CONTROL POLICY

 GL-ICT-005D-WEB HOSTING POLICY WITH THIRD-PARTY SERVICE PROVIDER

GL-ICT-005E -BACKUP AND RECOVERY POLICY

GL-ICT-005F-SDSSU disaster RECOVERY Plan

GL-ICT-005G-ORGANIZATIONAL ROLES AND RESPONSIBILITIES

**ED-ICT-005A** CMO for ITE Courses indicating required/needed ICT resources in the Computer and Internet Laboratories

**ED-ICT-005B** DICT Guidelines on ICT Projects

**ED-ICT-005C** DOST Guidelines on ICT Projects

Project Procurement Management Plan from the Procurement Office

Certificate of Acceptance from the Supply Office

Inspection and Acknowledgement Report from the Supply Office

Requisition and Issue Slip from the Supply Office

Report of Pre-inspection from the supply office

Inspection and Acknowledgement Report from the Supply Office

Project Acceptance Report Form from the Supply Office