

Request By :				Date:	
Department :				Section :	
				Position:	
No.	Employee Name	Position	Employee Id / Email Id	Requirements	
1.				Computer: Desktop:: <input type="checkbox"/> Laptop:: <input type="checkbox"/> Printer: Laser:: <input type="checkbox"/> Dot Matrix:: <input type="checkbox"/> Storage Device: _____ In-house Application: Attendance System: <input type="checkbox"/> Gate pass System: <input type="checkbox"/> Biometric Application: <input type="checkbox"/> Crane Moves for Incentive: <input type="checkbox"/> Other (Specify): _____ HR-ERP App: <input type="checkbox"/> LMT :: <input type="checkbox"/> FULL:: <input type="checkbox"/> CTCS Login: <input type="checkbox"/> SPACE Login: LMT :: <input type="checkbox"/> FULL :: <input type="checkbox"/> SHIPS Login: <input type="checkbox"/> COREBIS Login: <input type="checkbox"/> ePortal Login: <input type="checkbox"/> Windows Login: <input type="checkbox"/> Email ID: <input type="checkbox"/> Internet Access: <input type="checkbox"/> LMT :: <input type="checkbox"/> FULL:: <input type="checkbox"/> Telephone: <input type="checkbox"/> Calling Privilege: Local/National/Mobile/International CCTV Access: <input type="checkbox"/> LMT :: <input type="checkbox"/> FULL:: <input type="checkbox"/>	

Signature :

Requested by (Name:) ICT Use Only :	Recommended by (Name:)	Approved by (Name:)
Created & Tested by	Implemented by	ICT Manager