


**Pag-IBIG Fund**  
**IT RESOURCE REQUEST FORM (IRRF)**

Ticket Number: \_\_\_\_\_

Date: 24-Jan-2019

REQUESTER'S INFORMATION (Please fill out all fields)			
LAST NAME Guadalupe	FIRST NAME Ronell	MIDDLE NAME Demonteverde	EMPLOYEE NO. 131187
BUSINESS UNIT (Group/Branch/Department/Division) Research and Development Department		POSITION Research Specialist	SG 16
			TELEPHONE NO. 822-0561 / Avaya 3159
REQUESTED ITEMS			
<input type="checkbox"/> <b>SOFTWARE INSTALLATION</b> List of Softwares: _____ Other Software: _____			
<input type="checkbox"/> <b>REQUEST FOR SERVICE UNIT</b> <input type="radio"/> Local Area Network (LAN) Item/s <input type="radio"/> Computer Spare Parts Please specify: _____ Please specify: _____			
Present Function Relevant to Request/s: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>			
<input checked="" type="checkbox"/> <b>PUBLICATION</b> <input checked="" type="checkbox"/> E-Bulletin <input checked="" type="checkbox"/> Internet <input type="checkbox"/> Intranet <input type="checkbox"/> Pop-up Announcement <input type="checkbox"/> Wallpaper		Details/Descriptions: For Posting of "Circular No. 421 - Treatment on the Mandatory Coverage of Expatriates Under Circular No. 274 Item B. Section 1.1.1.5" on E-Bulletin and Pag-IBIG Fund Official Website (Circulars-Provident-Membership)  Link: <a href="http://pagibigportalkm/cluster/eo/msg/rdd/Archive%20Guidelines/Circular%20No.%20421%20-%20Treatment%20on%20the%20Mandatory%20Coverage%20of%20Expatriates%20Under%20Circular">http://pagibigportalkm/cluster/eo/msg/rdd/Archive%20Guidelines/Circular%20No.%20421%20-%20Treatment%20on%20the%20Mandatory%20Coverage%20of%20Expatriates%20Under%20Circular</a>  Duration of Posting: _____	
Approved by:  <div style="text-align: center;">                           ANELLA MARIE L. ALLENA                          Department Manager/Vice President                          (Requesting Department)                     </div>			
Approved by:  <div style="text-align: center;"> <hr style="width: 20%; margin: 0 auto;"/>                         Electronic Data Processing Manager                     </div>			
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Print Form</div>			