



**INFORMATION AND COMMUNICATION TECHNOLOGY OFFICE  
CITY GOVERNMENT OF VALENZUELA  
INTERNET ACCESS REQUEST FORM**

ICTIRF

DATE: \_\_\_\_\_

The Information Technology Office is implementing its procedure for monitoring the Internet Usage of different departments/offices. With that, we are requesting employees to fill-up this form for approval of their respective heads and be submitted to our office to secure their internet Access.

Department: \_\_\_\_\_

Office/Department Head Approval

Employee's Name: \_\_\_\_\_

Department Head Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

THIS FORM WILL ONLY PROVIDE ACCESS FOR GENERAL BROWSING

*\* For additional browsing requirements such as Social Networking and/or other websites, you are required to submit a Letter of Purpose approved by your Department Head.*

ICTO Approval (Do not fill-up this portion)

Date Received: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Date Approved : \_\_\_\_\_

Computer Name: \_\_\_\_\_

Workstation IP: \_\_\_\_\_

Form No. QP-VAL-IT-1.03 F2



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