

	<b>MIS MAJOR SERVICE REQUEST FORM</b>	Form No.	WVSU-MIS-SOI-01-F02
		Issue No.	1
		Revision No.	0
	<b>WEST VISAYAS STATE UNIVERSITY</b>	Date of Effectivity	July 26, 2022
		Issued by	MIS
		Page No.	Page 1 of 1

Document Reference No: \_\_\_\_\_

Referral Date: \_\_\_\_\_

Requestor: \_\_\_\_\_

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

Immediate Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_

**Reason for Major Servicing:**

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

**Actions Taken:**

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

**Comments/Recommendations:**

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

**Performed by:**

**Date Completed:**

*(Signature above printed name)*

\_\_\_\_\_

MIS Officer

**Service Acknowledgement:**

**Noted by:**

*(Signature above printed name)*

*(Signature above printed name)*

*(Signature above printed name)*

End-user

MIS Head

UPDO Director