



Reference No.	PNU-NL-2026-MIS-FM-001
Issue No.	01
Rev. No.	00
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MIS

REQUEST FORM

Welcome!

Please use this form to request assistance or services from the Management Information Systems Unit (MISU). This includes technical support, system access, account assistance, and equipment maintenance.

Note: All requests are reviewed and prioritized based on urgency and order received. Kindly provide accurate and complete information to ensure timely response and resolution.

REQUESTOR DETAILS

Name: _____

Role: Faculty Staff Student Others (Specify) _____

Department/Office: (if applicable) _____

Email Address: _____

REQUEST TYPE

Account Management

- PNU Google Account (Gmail)
- EPNU-LMS ACCOUNT
- Password Reset
- Others (Please Indicate) _____

Issue Details: _____

(e.g., unable to log in due to inactive or lost registered cellphone number, account locked, security verification failure, system error, or request for new account)

***For new account requests, the Human Resource Office (HR) must provide the necessary account details and submit an official request letter to MISU.**

Device / Equipment Troubleshooting or Repair

TYPE OF DEVICE

Desktop Laptop Printer Others (Please Indicate) _____

Location/Office: _____

(Please indicate the exact area building, room, or office where the issue occurs.)

Brand: _____

(e.g., Epson, Brother, Acer, Dell, Lenovo, Xitrix)

Model: _____

(e.g., L3210, Aspire Lite, Vivobook, Ideapad, Travel pro)

Serial Number or Product Number (if property or issued by PNU): _____

(Note: The serial number or product number is usually found on a sticker located on the side or back of the device. If you are unable to locate it, please coordinate with the Supply Office for assistance.)

Brief Description of the Problem or Request: _____



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Request for Assistance / Technical Support

▪ What: _____

(e.g., Software installation, Tarpaulin lay outing, PowerPoint Presentation Making, Network and WIFI)

▪ When: _____

(Date and time of the service needed)

▪ Where: _____

(Location or workstation)

▪ Additional Details (Optional): _____

(You may include any relevant information or details needed for your request. For example: layout specifications, tarpaulin designs, PowerPoint content, Program Theme or other supporting details) You can also attach Approved Proposal if there is available.

Official Facebook Page Posting Request

Title of Post: _____

Purpose of Posting: Announcement Event Advisory Others: _____

Date to be Posted: _____

Attachments: Poster Photos Video Caption

Note: Facebook posting requests must include complete content and approval from the concerned office.

Others / Not Listed (Please Specify) _____

Date Requested: _____
(mm/dd/yyyy)

Name and Signature of the Requesting Party: _____

Date Accomplished: _____
mm/dd/yyyy

Signature of the Requesting Party: _____