**Republic of the Philippines**

**NORTHERN BUKIDNON STATE COLLEGE**

(*Formerly Northern Bukidnon Community College*) R.A.11284

Manolo Fortich, 8703 Bukidnon • 0975-3032951/09051610623• nbscadmin@nbsc.ph/nbsc-hr@nbsc.ph

Creando futura, Transformationis vitae, Ductae a Deo

IMO Form No.5

**REQUEST FOR STUDENTS INSTITUTIONAL EMAIL ACCOUNTS**

 Control No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receiving IMO Personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 1. BASIC PERSONAL INFORMATION** ID No: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*1. Complete Name (Family Name. First Name, Middle Name)*

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

*2. Contact Information:* Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is to inform RECEIPT of the services received indicated herein requested for fix/accomplished.

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

 Name and Signature Date Received Remarks

****Document Code: IMO-Form-05 Revision No. 1 Revision Date: March \_, 2022

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**STEP 2. ACCOUNTS GENERATED:**

**Institutional Email** *(*[*for*](http://www.gmail.com) *gmail, google meet, google drive, and other google services)*

|  |  |
| --- | --- |
| Email Address |  @nbsc.ph |
| Password: | Last Name (*small letters*) \*\*\**Please changed it after login* |

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 Name and Signature Date Received Remarks

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