

PROVINCIAL INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE

Address: 2nd Floor Finance Building, Provincial Capitol Compound, Lucena City Tel. Number: (042) 719-1324

IT REPAIR & MAINTENANCE JOB REQUEST FORM

Date Received:		Date Return	ed:
CLIENT INFO			ORIGINAL COPY
Name:		Signature:	
Department:		Contact Number:	
Department Head/			
Immediate Supervisor		Signature:	
REQUEST			
☐ Upgrade	☐ Backup/Data Recovery	☐ IT Equipment Inspection g) ☐ Other (Please Specify)	
☐ Repair (Hardware/Software) ☐ Virus (Detection/Cleaning) ☐ Network Connection (LAN) ☐ Installation (Hardware/Software)		CONTROL DOLLO ACCUMENT AND CONTROL FOR THE CONTROL OF THE CONTROL	
☐ Format	☐ Biometrics Registration		
Date/Time Started:		Date/Time Accomplished	
Attending Personnel:			
SIGN	ATURE OVER PRINTED NAME		LENEY C. LAYGO
Remarks:		Approved by:	DEPARTMENT HEAD / SUPERVISOR
			Serbisyong Tunay At Natural
77 77			
Tel. Number: (042) 719- Email Address: picto@q		EQUE :	ST FORM
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Attending Personnel:			
Remarks:	ATURE OVER PRINTED NAME	Approved by:	LENEY C. LAYGO
	1	prioved by.	DEPARTMENT HEAD / SUPERVISOR
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