



# PROVINCIAL INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE

Address: 2nd Floor Finance Building, Provincial Capitol Compound, Lucena City

Tel. Number: (042) 719-1324

Email Address: picto@quezon.gov.ph

## IT REPAIR & MAINTENANCE

# JOB REQUEST FORM

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

Date Returned: \_\_\_\_\_

### CLIENT INFO

ORIGINAL COPY

Name:	_____	Signature:	_____
Department:	_____	Contact Number:	_____
Department Head/ Immediate Supervisor	_____		
	Signature:		

### REQUEST

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Upgrade                    | <input type="checkbox"/> Backup/Data Recovery             | <input type="checkbox"/> IT Equipment Inspection |
| <input type="checkbox"/> Repair (Hardware/Software) | <input type="checkbox"/> Virus (Detection/Cleaning)       | <input type="checkbox"/> Other (Please Specify)  |
| <input type="checkbox"/> Network Connection (LAN)   | <input type="checkbox"/> Installation (Hardware/Software) |  |
| <input type="checkbox"/> Format                     | <input type="checkbox"/> Biometrics Registration          |  |

Date/Time Started: \_\_\_\_\_

Date/Time Accomplished: \_\_\_\_\_

Attending Personnel: \_\_\_\_\_

SIGNATURE OVER PRINTED NAME

Remarks:

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

LENEY C. LAYGO

DEPARTMENT HEAD / SUPERVISOR



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