

Republic of the Philippines  
City of Davao  
CITY INFORMATION TECHNOLOGY CENTER

C.E.M.S.E TECHNICAL SERVICE REQUEST SLIP							
REQUESTING OFFICE:				REQUEST MODE:	<input type="radio"/> Letter	<input type="radio"/> Walk-in	
DIVISION:					<input type="radio"/> Telephone	<input type="radio"/> Others	
NATURE OF REQUEST:	<input type="checkbox"/> Check-up <input type="checkbox"/> HW Installation <input type="checkbox"/> Technical Specifications <input type="checkbox"/> Repair <input type="checkbox"/> HW Relocation <input type="checkbox"/> Cable Inst./Maint. <input type="checkbox"/> Preventive Maintenance <input type="checkbox"/> SW Installation/Maintenance <input type="checkbox"/> OTHERS:						
REQUESTED BY:				SPECIAL INSTRUCTIONS:			
	Office Representative						
AUTHORIZED BY:							
	Office Head						
UNIT:	PROPERTY NO.			SERIAL NO.			
RECEIVED BY:			ASSIGNED TO:		SERVICED BY:		
	CITC Staff	Date		CITC Staff	CITC Staff	Date	
FINDINGS/PARTICULARS:				ACTIONS TAKEN:			
RECOMMENDATION:							
NOTED BY:	<i>Rowena D. Narajos</i>			RELEASED BY:			
	CEMG Head		Date		CITC Staff		Date
APPROVED BY:	<i>Ricarte D. Franco</i>			RECEIVED BY:			
	CITC Head		Date		Office Representative		Date

**SPECIFICATIONS:**

HARDWARE	INVENTORY FILE	ACTUAL
Hard Disk	Hard Disk 1      S/N :	
	Hard Disk 2      S/N :	
	Hard Disk 3      S/N :	
Memory	Memory 1        S/N :	
	Memory 2        S/N :	
	Memory 3        S/N :	
Floppy Drive	S/N :	
Optical Drive	Optical Drive 1   S/N :	
	Optical Drive 2   S/N :	
Modem	S/N :	
Video Card	S/N :	
LAN Card	S/N :	
Sound Card	S/N :	
OTHERS	S/N :	

REMARKS:
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**NOTE:**

- > We are not responsible for any UNLICENSED SW that are installed in your unit and if case with any raid or confiscation of your unit from the authority we would not be held liable.
- > We are also not liable for any loss of data during the course of repairing the unit.