



Republic of the Philippines  
Department of Education  
REGION IV-A  
SCHOOLS DIVISION OF GENERAL TRIAS CITY

### ICT SERVICES REQUEST FORM

Date of request: \_\_\_\_\_  
(MM/DD/YYYY)

Requested by: \_\_\_\_\_  
Unit: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
(MM/DD/YYYY)

**Nature of Request:**

- |   |   |
|---|---|
| <input type="checkbox"/> Borrowing of Equipment                   | <input type="checkbox"/> Photo or Video Editing |
| <input type="checkbox"/> ICT Equipment Checkup and Repair         | <input type="checkbox"/> Printing/Scanning      |
| <input type="checkbox"/> Technical Assistance to Division Events  | <input type="checkbox"/> Others: _____          |
| <input type="checkbox"/> Internet Connectivity Checkup and Repair |   |

**Details of Request:**

**Remarks:** *(To be filled out by ICT Personnel)*

**Approved by:**

**Person in Charge:**

**MARK JOSHUA BANIMAS**  
Information Technology Officer I

\_\_\_\_\_  
Signature over printed name

**Requestor:**

\_\_\_\_\_  
Signature over printed name



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