PLANNING AND DEVELOPMENT OFFICE

**COMPUTER REPAIR SERVICE REQUEST FORM**

|  |  |  |  |  |  |
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| **Date of Request:** 2025-09-24 | | **Request No:** 1 | | | |
| **Requested by:** 2 | | **Office/Department/College:** 3 | | | |
| **Date Received:** 2025-09-25 | | **Date Acted:** 2025-09-18 | | | |
| **Types of Equipment:** 4 | | **Date of Last Repair:**  2025-09-05 | | | **Nature of Last Repair:**  5 |
| **Under Warranty:**  **Yes No** | |
| **Approved by:**    *Chief, Management Information Systems* | | **Staff-in-charge:**    *Signature Over Printed Name/Date* | | | |
| **DESCRIPTION OF PROPERTY** | **PROBLEM(S) ENCOUNTERED** | | | **ACTION TAKEN** | |
| 6 | 7 | | | 8 | |
| **Accepted by:**    *Signature Over Printed Name/Date* | | | **Comments/Suggestions/Recommendations:**  9 | | |