4. PROVISION OF TECHNICAL ASSISTANCE

To provide technical assistance to the Schools Division Office and Schools.

Office or Division:	ICT Unit			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	SDO Personnel, School-based Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Technical Assistance Request Form		ICT Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receipt of Technical Assistance Request Form	Evaluation and assessment of the reported issues and concerns	None	20 minutes	ITO and/or Staff
	Provision of technical assistance or recommend possible solutions/ actions as needed	None	1 to 2 hours	IT Officer and/or Staff
TOTAL:			2 hours and 20 minutes	