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| **SUPPORTING DOCUMENTS**  **Computer Professionals, Inc.** | **Document Code :** FO-IT-IT-01 | |
| **Section:** 17.0 IT Infrastructure | **Issue No. :** 2 | **Revision No.:** 2 |
| **Title** : Service Request Form | **Effective Date:**  11 February 2016 | |

**Note:** *Print this page only when adding / amending / deleting a document. If using this document as a record, this Revision History page can be omitted.*

**REVISION HISTORY**

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| Revision no | Date | Description of Changes | Reason for Revision | Revised by |
| 1 | 29 Nov 12 | - Add revision history page  - Add serial number to the form  - Add “Time received by user” | - Recommendation from Stage 2 audit  - Q4 2012 IQA OFI to add more control  - To be able to determine response time more accurately | CMRojas |
| 2 | 5 Feb 16 | -Change the form layout | - Manual Service Request Form was replaced with online Service Request Form | ARAlacar |
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TM-BR-MG- 11 Rev02, 02112016

**This is an online Service Request Form which can be accessed from http://cpi-sr.com.ph/it\_sr/bug\_report\_page.php**



