



Republic of the Philippines  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

MM2020-01-014  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE JAN 27 2020  
 BY: [Signature]

**Office of the Schools Division Superintendent**

**MEMORANDUM**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors and Staff, CID and SGOD  
 Section/Unit Heads and Staff  
 All Others Concerned

From: **VICTORIA V. GAZO, PhD, CESO V**  
 Schools Division Superintendent [Signature]

Date: January 27, 2020

Subject: **PROCEDURE FOR ICT EQUIPMENT REPAIR REQUEST**

1. All Division Office personnel are hereby informed on the new standard procedure for any request of ICT equipment repair (e.g. computer desktop or laptop not working, internet connection issues, and among others).
  - a. End-user must fill-out the ICT Equipment Repair Request Form; and
  - b. Submit the accomplished request form to the ICT Unit through Document Tracking System (DTS) for action.
2. Request not in compliance with the prescribed form will not be processed immediately. Enclosed is the ICT Equipment Repair Request Form for reference.
3. Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer I at 09770618486.

Encl: As stated  
 Copy Furnished:  
 Records Unit

TO BE POSTED IN THE WEBSITE



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
 Website: [depedmalaybalay.net](http://depedmalaybalay.net)  
 Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph); [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com)



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**ICT EQUIPMENT REPAIR REQUEST FORM**

Date: \_\_\_\_\_ Office: \_\_\_\_\_  
End-user: \_\_\_\_\_ Position: \_\_\_\_\_

**Part I. Equipment Details**

Equipment Type:  Computer Desktop/laptop  
 Printer  Network Devices  
 Others (Pls Specify): \_\_\_\_\_  
Brand: \_\_\_\_\_ Model: \_\_\_\_\_  
Serial No.: \_\_\_\_\_ Property No.: \_\_\_\_\_  
Defects/Complaints:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by:

\_\_\_\_\_  
Name and Signature

**Part II. Action Taken (to be filled by the ICT Unit)**

Action Taken:  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation:  
\_\_\_\_\_  
\_\_\_\_\_

Equipment Status After Service:

- Functional  Under observation  
 Unserviceable  For repair to authorized ICT service center

Assisted by:

Accepted by:

\_\_\_\_\_  
Name & Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Name & Signature

Date: \_\_\_\_\_



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