OFFICE OF THE CITY MAYOR

Internal Services

1. IT Maintenance Services

IT maintenance services are extended to requesting offices / personnel for their computer needs and simple installation or repair of computers in their respective offices.

Office or Division:	City Mayor's Office – Information Technology (IT) Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All departments/offices in the City Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form (1 original copy)		City Mayor's Office – Information Technology (IT Unit), 2nd Floor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit the request form	1.1 Receive and record request 1.2 Conduct computer check up and / or installation	None	1 day	Reynan R. Resurreccion Computer Operator Carlo Enrico Q. Catajan Administrative Officer III Geoffrey S. Carlos Senior Admin. Asst. I Danilo R. Baluyot III Info. Technology Officer City Mayor's Office
2. Sign in the logbook	2.1 Record details of job performed in the logbook	None	5 minutes	Reynan R. Resurreccion Computer Operator Carlo Enrico Q. Catajan Administrative Officer III Geoffrey S. Carlos Senior Admin. Asst. I Danilo R. Baluyot III Info. Technology Officer City Mayor's Office
	TOTAL:	None	1 day and 5 minutes	