



**REGIONAL INFORMATION
TECHNOLOGY PROJECT OFFICE
(RITPO)** Contact No. : 255-4531/ 09278496250
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IT SUPPORT REQUEST FORM

Ref. No: 2018-_____

Requesting Office: _____

Date: _____

Requesting Personnel: _____

Time: _____

Support Category: (Pls. Check)

- | | | |
|-----------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Hardware | <input type="checkbox"/> Multi-media | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Software | <input type="checkbox"/> Information Systems | <input type="checkbox"/> Email |
| <input type="checkbox"/> Network | <input type="checkbox"/> Website | <input type="checkbox"/> Others |
| <input type="checkbox"/> Security | <input type="checkbox"/> Tutorial / Training | |

Affected IT Equipment: (Pls. Check)

- | | | | |
|----------------------------------|---------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> Desktop | <input type="checkbox"/> Laptop | <input type="checkbox"/> Printer | <input type="checkbox"/> Others |
|----------------------------------|---------------------------------|----------------------------------|---------------------------------|

Describe the support request:

Action Taken: (To be filled by RITPO Personnel)

Serviced by: _____

Date: _____ Time: _____