CMG Reference No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept Ref. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Requesting Department/Group** |  |
| **Date Requested** |  | **Date Needed***(must be within TAT)* |  |
| **TYPE OF REQUEST***(please indicate department and task) -* **✓** |
| **IT** | **ADMIN** | **PERMITS & LICENSES** |
|  | Hardware/ Troubleshooting |  | Trip ticket |  | BIR CAR |
|  | Software/ Troubleshooting |  | Request for Materials |  | Title Transfer |
|  | Request for Hardware & Software |  | Request for servicing/ maintenance |  | Tax Clearance |
|  | Request for Review/ Opinion |  | Event Request |  | Notary |
|  | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **HR/ LEGAL** | **PMO** | **PURCHASING** |
|  | Incident Report |  | Incident Report |  | Materials Request |
|  | Request for Manpower |  | Request for Clearance |  | Request for Payment |
|  | Request for Clearance |  | Job Order/ Maintenance Work |  | Purchase Order |
|  | Request for Opinion/ Review |  | Event Request |  | Request for Quote |
|  | Case Referral |  |  |  |  |
|  | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **APPROVALS AND BUDGET** |
| **Y/N** | **Memo Approval***(please attach)* |  |  |
| **Y/N** | **CMG Cost Requirement***(please attach) – within Budget/ without Budget* | **Amount**  | **Php \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **SERVICE PARTICULARS** |
| **No.** | **Service Request Particulars** | **Action Done** | **Date Accomplished w/ Signature (requesting unit)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

|  |  |
| --- | --- |
| **Prepared by:** | **Reviewed by (*supervising officer*):** |
| Name:Designation: | Name:Designation:  |

|  |
| --- |
| **FOR INTERNAL PURPOSES ONLY** |
| Received by (*CMG Central*): | Received by (CMG Department):  |
| Name:Designation: | Name:Designation: |
| Date: | Date: |

|  |
| --- |
| **REQUEST TURN AROUND TIMES***(in days, request received after 4pm shall be considered received the next day)* |
| **IT** | **ADMIN** | **PERMITS & LICENSES***(provided budget has been approved and released by Finance)* |
| 1 | Hardware/ Troubleshooting | 1 | Trip ticket | 5 | BIR CAR |
| 1 | Software/ Troubleshooting | 1 | Request for Materials | 3 | Title Transfer |
| 5 | Request for Hardware & Software | 3 | Request for servicing/ maintenance | 3 | Tax Clearance |
| 3 | Request for Review/ Opinion | 1 | Event Request | 1 | Notary |
|  | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **HR/ LEGAL** | **PMO** | **PURCHASING** |
| 1 | Incident Report | 1 | Incident Report | 3/5\* | Materials Request |
| 45\*\* | Request for Manpower*(depends on position)* | 3 | Request for Clearance | Request for Payment |
| 3 | Request for Clearance | 3 | Job Order/ Maintenance Work | Purchase Order |
| 5 | Request for Opinion/ Review | 1 | Event Request | 2 | Request for Quote |
| 1 | Case Referral*(receiving, tagging and monitoring)* |  |  |  | \**Repeat Orders/ New Orders* |
|  | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |