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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |