

## 5. IT Equipment Specifications Recommendation

Provide the necessary specifications for proper IT Equipment based on the nature of work or function of requesting department/office.

**Office or Division:** Network and Technical Maintenance Division

**Classification:**

- Simple

**Type of Transaction:**

- G2G - Government to Government

**Who may avail:**

- Various City Departments and Offices, Other Government Agencies and Educational Institutions

**CHECKLIST OF REQUIREMENTS:**

1. Purchase Request
2. Technical Specification Checklist

**WHERE TO SECURE:** Network and Technical Maintenance Division

STEPS	APPLICANT / CLIENT	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits Purchase Request, Technical Specification Checklist	1.1 Receives Official Request Letter. Reviews and validates the request 1.2. Once validated, forwards the service request to NTMD	None	2 Hours	Clerical Staff  NTM Division Chief / Technical Support Staff
2	Receives Comments about PR, Technical Specification Checklist	2.1 Verifies user and generates Network Access Log-in Credentials		20 Minutes	NTM Division Chief
		<b>TOTAL</b>		2 Hours   35 Minutes	
<b>END OF TRANSACTION</b>					