

**IT EQUIPMENT SERVICE REQUEST FORM**  
**Information and Communication Technology Department**

ORSD FORM 001	Ref No.	<b>SERVICE REQUEST</b> (To be Accomplished by Requesting Party)	
RC		User/Contact Person:	Date/Time Reported
Detect/Problem			
User Name		User Signature	
ORSD FORM 002	Ref No.	<b>SERVICE SLIP</b> (To be Accomplished by ICTD Technical Personnel)	
Diagnostics		Action Taken	
Parts Replaced			
Date Received		Time Received	User Signature



# PPA HEAD OFFICE

## Information & Communication Technology Department

Thank you for giving us this opportunity to serve you. May we know how well we have served you by answering these few questions?

*(Maraming salamat po sa pagkakataong ito na kayo po ay aming mapaglingkuran. Nais po naming malaman kung gaano po kayo nasiyahan sa aming serbisyo, maaari pong pakisagot ang ilang tanong na ito?)*



Yes  
(Oo naman!)



Neutral  
(Okay lang)



No  
(Hindi)

*Please mark appropriate boxes with "√".*

### 1. CUSTOMER EXPERIENCE

A. Efficiency

B. Courtesy

### 2. DID WE SERVE YOU WELL?

### MAY WE KNOW OTHER WAY/S TO IMPROVE IN OUR SERVICE TO YOU?

*(Maaari po bang malaman kung sa anong paraan o mga paraan pa po namin mapapabuti pa ang paglilingkod namin sa inyo?)*

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NAME & SIGNATURE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

CONTACT NUMBER (optional): \_\_\_\_\_

DATE/TIME: \_\_\_\_\_

Maaring ihulog sa itinakdang "SUGGESTION BOX" ang kumpletong "survey" na nasa "Security/Reception Desk" na matatagpuan sa lobby area of PPA HO Building. MARAMING SALAMAT PO!