



Request for Maintenance of Information, Communication and Technology (ICT) Resources

NAMRIA employees can request the repair of desktops and laptops, as well as software and network support, through the Information, Communications, and Technology Resources Management Information System (ICTRMIS).

OFFICE OR DIVISION	Geospatial Information, Communications, and Technology Division (GICTD) – Geospatial Information System Management Branch (GISMB)			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G - Government to Government			
WHO MAY AVAIL	All employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Not Applicable		Not Applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request desired service	1.1 Receive request	None	1 minute	<i>Receiving Personnel</i> GICTD
	1.2 Deliver request	None	1 day	<i>Technical Staff</i> GICTD
2 Sign and acknowledge Technical Inspection Report (TIR)	1 Verify and Sign TIR	None	5 minutes	<i>Division Chief</i> GICTD
TOTAL			1 day, 6 minutes	