

## 5. Systems Inspection and Deletions

Systems Inspection and Deletions are services provided to employees who have concerns about unauthorized files and software registration in their computer units. The inspection and deletion are performed by the IT personnel with the presence of the user or his/her immediate supervisor.

<b>Office or Division:</b>	Provincial Administrators Office – Information Technology			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Contact or visit the IT-IDMS and state the query	1.1. Verify and evaluate the query  1.2. Apply necessary actions (if any)	None	10 to 60 mins	<i>IT Infrastructure Development and Maintenance Section personnel</i> PADO-IT
<b>TOTAL:</b>		<b>None</b>	<b>60 minutes</b>	