

## 9. Equipment Movements

Equipment Movements are carried out by the PAdO-IT Division or its authorized personnel for PGDdN employees who requested to transfer any ICT equipment/assets (except for mobile computers such as notebooks, laptops and wireless user devices) from one particular office to the other.

<b>Office or Division:</b>	Provincial Administrators Office – Information Technology			
<b>Classification:</b>	Complex			
<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>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Call or go directly to the IT-IDMS and state the query	1.1. Verify and evaluate the query 1.2. Apply necessary actions (if any)	None	1 day – 3 days	<i>IT Infrastructure Development and Maintenance Section personnel PADO-IT</i>
<b>TOTAL:</b>		<b>None</b>	<b>3 days</b>	