



DOLE IT EQUIPMENT ASSESSMENT REPORT
For CY ____

FOR : Head of Agency/ Office

DATE :

May we endorse the observations and recommendations based on the preventive maintenance conducted in your office.

IT EQUIPMENT	FINDINGS/ OBSERVATION	PREVENTIVE MAINTENANCE	RECOMMENDATIONS
DESKTOP PCs = __ units			
1.			
LAPTOPS = __ units			
1.			
PRINTERS = __ units			
1.			

For your information and appropriate action, please.

Director, Planning Service

cc: Administrative Service –Property Division