


TFXC0921

## IT Installation/ Repair Request Form

Date of Request

2022-07-05

  
 Mr. Noel Capao  
 SIGNATURE

Local Supervisor/Manager

  
 Mr. Hiroki Kishimoto  
 SIGNATURE

Japanese Department Manager

Name: Ms. Mona Gee Gonza

I.D No. 011194

PC Name/No: TFXC0201 - TFXC0921

Div/Dep't: PC-Shipping Group

Type of Installation

☐ (Entry)  
 (For Install)
 ☐ (Exit)  
 (For Deletion)
☐ R-Pics System☐ Cybozu/Garoon☒ E-Mail☐ Active Directory☐ Siam System☐ Data Surfing☐ Change of PC User

previous user/I.D No.:

current user/I.D No.:

☐ File Server Drive

(specify)

(purpose)

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☒ Others

(specify)

CHANGE FROM PC TO LAPTOP

☐ Firewall Policy

(Select Policy Level Number) (2)

Select from 1, 2, 3, 4

Reason for Application PC is very log due to PC old version.

Policy Validity Period

Date From ( yyyy/mm/dd)

Date To (yyyy/mm/dd)

Note: Do not fill-up Validity Period if Permanent

Requests Performed by:

MILES

IT MEMBER

Date and Time of Execution

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		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA		