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| GA Division IT | <div style="float: right; font-family: cursive; font-size: 1.2em;">Done</div> <h2 style="margin: 0;">IT Installation/ Repair Request Form</h2> | TMF-G0052 Version 2.00 |
| Date of Request | | |
| <div style="display: flex; justify-content: space-around; align-items: flex-end;"><div style="text-align: center;"><div style="border: 1px solid black; padding: 5px; width: 150px;"><div style="font-family: cursive; font-size: 0.8em;">2024-01-12 JENELYN RUBIO</div><div style="border-top: 1px solid black; font-size: 0.7em;">NAME & SIGNATURE</div></div><div>Prepared By:</div></div><div style="text-align: center;"><div style="border: 1px solid black; padding: 5px; width: 150px;"><div style="font-family: cursive; font-size: 0.8em;">2024-01-12 [Signature]</div><div style="border-top: 1px solid black; font-size: 0.7em;">NAME & SIGNATURE</div></div><div>Local Supervisor/Manager</div></div><div style="text-align: center;"><div style="border: 1px solid black; padding: 5px; width: 150px;"><div style="font-family: cursive; font-size: 0.8em;">2024-01-13 [Signature]</div><div style="border-top: 1px solid black; font-size: 0.7em;">NAME & SIGNATURE</div></div><div>Japanese Department Manager</div></div></div> | | |
| <div>Name of User: <u>Janeth Quiceo</u></div> <div>I.D No.: <u>10384</u></div> <div>PC Name/No: <u>TFXC1017</u></div> <div>Div/Dep't: <u>H-PRO / COIL</u></div> <div>Position: <u>Asst. Leader</u></div> | | |
| <div style="display: flex; justify-content: space-around; align-items: center;"><div style="border: 1px solid black; padding: 5px; width: 200px;">Select the purpose of Application</div><div><input type="checkbox"/> For New PC Issuance Request</div><div><input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TMF-G0051 form</small></div><div><input type="checkbox"/> System Registration and Job Request</div></div> | | |
| <div style="display: flex; flex-wrap: wrap;"><div style="width: 50%;"><input type="checkbox"/> Cybozu/Garoon</div><div style="width: 50%;"><input type="checkbox"/> Wireless Network</div><div style="width: 50%;"><input type="checkbox"/> E-Mail</div><div style="width: 50%;"><input type="checkbox"/> LAN Cable Assembly/Installation</div><div style="width: 50%;"><input type="checkbox"/> Domain ID</div><div style="width: 50%;"><input type="checkbox"/> MS Teams Account</div><div style="width: 50%;"><input type="checkbox"/> PC Reset/Reformat</div><div style="width: 50%;"><input type="checkbox"/> Documentum/Astrux System</div><div style="width: 50%;"><input type="checkbox"/> SAP</div><div style="width: 50%;"><input type="checkbox"/> Toss System</div><div style="width: 100%;"><input type="checkbox"/> Change of PC User previous user/I.D No.: _____ current user/I.D No.: _____</div><div style="width: 100%;"><input checked="" type="checkbox"/> File Server Drive (specify) <u>// 172.16.81.205 /SIL /SIL FOLDER</u> (purpose) <u>TO ACCESS SIL FOR SHIPMENT</u></div><div style="width: 100%;"><input type="checkbox"/> Transfer of PC from dep't _____ to dep't _____</div><div style="width: 100%;"><input type="checkbox"/> Software (specify) _____ (purpose) _____</div><div style="width: 100%;"><input type="checkbox"/> Others (specify) _____</div><div style="width: 100%;"><input type="checkbox"/> Firewall Policy</div></div> | | |
| <div style="display: flex; justify-content: space-around; align-items: center;"><div>(Select Policy Level Number)</div><div><input type="checkbox"/></div><div><input type="checkbox"/></div><div><input type="checkbox"/></div><div><input type="checkbox"/></div><div><input type="checkbox"/></div></div> <div style="display: flex; justify-content: space-around; align-items: center;"><div>Select from:</div><div>1</div><div>2</div><div>2A</div><div>3</div><div>3A</div></div> | | |
| <div>Reason for Application : _____</div> <div style="border-top: 1px solid black; height: 10px; margin-top: 5px;"></div> | | |
| <div style="display: flex; justify-content: space-between;"><div>Policy Validity Period</div><div>Date From (yyyy/mm/dd)</div><div>Date To (yyyy/mm/dd)</div></div> <div style="font-size: 0.8em; margin-top: 5px;">Note: Do not fill-up Validity Period if Permanent</div> | | |
| <div style="display: flex; justify-content: space-between; align-items: center;"><div>Requests Performed by: <u>[Signature]</u> IT MEMBER</div><div><u>2024-01-15</u> Date and Time of Execution</div></div> | | |
| Related Document:TMF-G0051 | | |

note: not medical