

IT Installation/ Repair Request Form

Date of Request

2022-07-25

J. Laravis
J. Laravis
SIGNATURE
Local Supervisor/Manager

M. Otsuka
M. Otsuka
SIGNATURE
Japanese Department Manager

Name: ROLEX CALIMPUSAN / MODESTA BUSTOS / TELEPHONE (LOCAL 326)

I.D No. 5954 / 7321

PC Name/No: ROLEX CALIMPUSAN (TFX60177) / MODESTA BUSTOS (TFX60630)

Div/Dep't: CAR PARTS

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) PRINTER CONNECTION / TRANSFER LOCATION OF TELEPHONE

☐ Firewall Policy

(Select Policy Level Number) () Select from 1, 2, 3, 4

Reason for Application

CHANGE LAYOUT ACTIVITY OF CAR PARTS

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: JON IT MEMBER

2022-07-25
Date and Time of Execution

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		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	