

IT Installation/ Repair Request Form

Date of Request

2023-02-20

2023-02-20
Annaliza Moreno

Local Supervisor/Manager

2023-3-20
Hiroyuki Kaedma

Japanese Department Manager

Name: Chris Caesar Ycot

I.D No. 12292

PC Name/No: TFXC0608

Div/Dep't: HR

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.: 10994

current user/I.D No.: 12292

☒ File Server Drive

(specify) \\172.16.81.205

(purpose) to access ER Related documents and monitoring

(specify) \\172.16.81.209

(purpose) to access ER Related documents and monitoring

(specify) \\svtfxs02\MEDICAL FACTORY

(purpose) to access ER Related documents

(specify) \\svtfxs02\MEDICAL GROUP

(purpose) to access ER Related documents

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☒

Others

(specify)

MS Teams

☒ Firewall Policy

(Select Policy Level Number) (3)

Select from 1, 2, 3, 4

Reason for Application

New HR / Employee Relation Staff

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:

APRBA MCCLYDE
IT MEMBER

2023-02-24

2:56 PM

Date and Time of Execution

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Effectivity Date	2021-04-15	Prepared by:	SUSETTE SURBANO	Checked by:	REY DAGATAN/AMADITO ORTIZANO	Approved by:
					TAKAFUMI MATSUNAGA	2 YEARS