


# IT Installation/ Repair Request Form

Date of Request  
2021.09.17

  
SIGNATURE  
Local Supervisor/Manager

2021.9.20  
  
SIGNATURE  
Japanese Department Manager

Name: CHRISTIAN MAE G. INSIPIDO  
I.D No.  011088  
PC Name/No: TFXC0786  
Div/Dep't: ACCOUNTING/ADMINISTRATION

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.: CHRISTIAN MAE INSIPIDO / 011088
- ☒ File Server Drive  
(specify) 172.16.91.40 (purpose) \_\_\_\_\_
- ☐ Transfer of PC  
from dep't \_\_\_\_\_ to dep't \_\_\_\_\_
- ☐ Software  
(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☐ Others (specify) \_\_\_\_\_
- ☒ Firewall Policy  
(Select Policy Level Number) ( 3 ) Select from 1, 2, 3, 4
- Reason for Application GENERATE PLOT & GLOBE DYNAMIC.

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: SUSETTE SURBANO IT MEMBER 2021-09-17 Date and Time of Execution

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