

IT Installation/ Repair Request Form

Date of Request

2023-04-20

Peter Romanillos
PETER ROMANILLOS
SIGNATURE

Local Supervisor/Manager

Yutaka Matsunaga
YUTAKA MATSUNAGA
SIGNATURE

Japanese Department Manager

Applied in Cebu

Name: Palmer Perez II

I.D No. 11689

PC Name/No: TFXC 0576

Div/Dep't: PE - PMO

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) MS Teams (purpose) Team Communication
- ☐ Others (specify) _____
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP

☒ Firewall Policy

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

Reason for Application Parts checking needed for designing and modification

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: _____ IT MEMBER _____ Date and Time of Execution _____

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		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	