
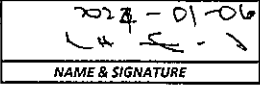



GA Division IT	<b>IT Installation/ Repair Request Form</b>	TMF-G0052 Version 2.00
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2024-01-06  
 Date of Request

  
 NAME & SIGNATURE  
 Prepared By:

  
 NAME & SIGNATURE  
 Local Supervisor/Manager

  
 NAME & SIGNATURE  
 Japanese Department Manager

Name of User: YANUARIG, ANTONETTE P.

I.D No.: 012097

PC Name/No: TFX00976

Div/Dep't: PRODUCTION

Position: ASSOCIATE STAFF

Select the purpose of Application	<input type="checkbox"/> For New PC Issuance Request	<input checked="" type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TMF-G0051 form</small>	<input type="checkbox"/> System Registration and Job Request
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☐ Cybozu/Garoon  
☐ E-Mail  
☐ Domain ID  
☐ PC Reset/Reformat  
☐ SAP  
☐ Change of PC User  
     previous user/I.D No.: \_\_\_\_\_

☐ Wireless Network  
☐ LAN Cable Assembly/Installation  
☐ MS Teams Account  
☐ Documentum/Astrux System  
☐ Toss System

☒ File Server Drive  
     (specify) MEDICAL GROUP MEDICAL FACTORY      (purpose) TO VIEW FILES

☐ Transfer of PC  
     from dep't \_\_\_\_\_ to dep't \_\_\_\_\_

☐ Software  
     (specify) \_\_\_\_\_ (purpose) \_\_\_\_\_

☒ Others (specify) CHANGE LAPTOP (SEE ATTACHMENTS)

☐ Firewall Policy

(Select Policy Level Number)    ☐    ☐    ☐    ☒    ☐

Select from:    1       2       2A       3       3A

Reason for Application : DUE TO LOSS OF WIFI ADAPTOR, AND AS PER CHECKING BY THE IT STAFF THE HARDWARE WAS DAMAGED ALREADY AND CANNOT BE USED ANYMORE. (SEE ATTACHMENTS).

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

2024-01-06 / 10:12AM  
 Date and Time of Execution

Related Document: TMF-G0051

\*It is permitted to use this form in both electronic and hard copy.

\*The user have to check and compare versions, effective date and sub master information before printing.

GA Division	<b>COMPUTER ASSESSMENT &amp; RECOMMENDATION FORM</b>	TMF-G0059
IT		Version 2.00

DIVISION: Production

DEPARTMENT: Production

PC NO. TFx0429

NAME OF USER: Antonette Januario

ID NO. 012097

DATE: 2023-12-22

Unit Type: ☒ Laptop ☐ Desktop


  

CURRENT STATUS: Due to the loss of the WIFI adapter, the user's laptop will be reported to IT section. As per checking the hardware is damaged, which can cause the WIFI adapter settings to not be displayed, and you cannot use it anymore.

RECOMMENDATIONS: I recommend to replace the laptop. So that it can run properly; And increase the user's productivity. And user's can use WIFI Adapter as well.


CHECKED BY: 

SUSETHE SURBANO

**Name and Signature**

POSITION: IT - STAFF

DATE: 2023-12-22

VERIFIED BY: 

REY MAGATAN

**Name and Signature**

POSITION: IT Sup

DATE: 2023-12-22

**NAME AND SIGNATURE OF USER**

Related documents:

TMF-G0052 IT Installation Repair Request Form

TMF-G0051 ASSET HANDOVER FORM

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