

# IT Installation/ Repair Request Form

Date of Request  
2022-03-11

2022-03-11  
[Signature]  
SIGNATURE  
Local Supervisor/Manager

2022-03-12  
[Signature]  
SIGNATURE  
Japanese Department Manager

Name: Glenn Ray P. Ruben

I.D No. 11428

PC Name/No: TFXC0866

Div/Dep't: PR/PS/PS

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) OTRS (purpose) - Time study  
VSOC Video Editor (purpose) - Video Editing
- ☐ Others (specify) \_\_\_\_\_
- ☐ Firewall Policy  
(Select Policy Level Number) ( ) Select from 1, 2, 3, 4

Reason for Application New Employee

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:

ARIYU SURBAN  
IT MEMBER

2022-04-07 10:30 AM  
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