


# IT Installation/ Repair Request Form


Date of Request  
2020-06-29

  
MR. JUAN LAPAO  
SIGNATURE  
Local Supervisor/Manager

  
MR. HIROKI KISHIMOTO  
SIGNATURE  
Japanese Department Manager

Name: JHESSA MARIE BEJOC  
I.D No. 007103  
PC Name/No: TFXC0537  
Div/Dep't: PC-Shipping Group

Type of Installation	<input type="checkbox"/> (Entry) (For Install)	<input type="checkbox"/> (Exit) (For Deletion)
<input type="checkbox"/> R-Pics System		<input type="checkbox"/> Chat App/Messenger
<input type="checkbox"/> Cybozu/Garoon		<input type="checkbox"/> Wireless Network
<input type="checkbox"/> E-Mail		<input type="checkbox"/> LAN Cable Assembly/Installation
<input type="checkbox"/> Active Directory		<input type="checkbox"/> PC Reformat
<input type="checkbox"/> Siam System		<input type="checkbox"/> Documentum/Astrux System
<input type="checkbox"/> Data Surfing		<input type="checkbox"/> Toss System
<input type="checkbox"/> Change of PC User previous user/I.D No.: _____		<input type="checkbox"/> SAP current user/I.D No.: _____
<input type="checkbox"/> File Server Drive (specify) _____		(purpose) _____
<input type="checkbox"/> Transfer of PC from dep't _____		to dep't _____
<input type="checkbox"/> Software (specify) _____		(purpose) _____
<input type="checkbox"/> Others (pls. specify) <u>USB PORT ACCESS (FLASHDRIVE)</u>		

Requests Performed by:   
IT Personnel

2020-06-29  
Date

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