

IT Installation/ Repair Request Form

Date of Request
2022 - 03 - 31


LADYANA SORSABA
SIGNATURE
Local Supervisor/Manager


SIGNATURE
Japanese Department Manager

Name: Jomily M. Irisawa
I.D No. 011516
PC Name/No: TFXC0861
Div/Dep't: GA-HR

Type of Installation ☒ (Entry) ☐ (Exit)
(For Install) (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) for meetings
- ☒ Others
(specify) New Laptop
- ☐ Firewall Policy
(Select Policy Level Number) () Select from 1, 2, 3, 4

Reason for Application New employee under HR - Performance Mst

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 2022-04-04
IT MEMBER 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	