

IT Installation/ Repair Request Form

Date of Request
2022-05-11

2022.05.11
SIGNATURE
Local Supervisor/Manager

2022.05.11
SIGNATURE
Japanese Department Manager

Name: GERLYN MEJIAS

I.D No. 010252

PC Name/No: TFXC0310

Div/Dep't: PRODUCTION CONTROL

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) _____ (purpose) _____

☒ Others (specify) INTERNET CONNECTION

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

Reason for Application TO ACCESS MS TEAMS

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		2 YEARS