

IT Installation/ Repair Request Form

Date of Request

MARIO BERGANCIA
SIGNATURE

Local Supervisor/Manager

YUJINABA
SIGNATURE

Japanese Department Manager

Name: FRETCHIE MAKILAN

I.D No. 009811

PC Name/No: TFXC0218

Div/Dep't: PT. PROCK

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.: Jeanette Tulin
tfc9789 current user/I.D No.: tfc9811
- ☒ File Server Drive
(specify) Production Engineering (purpose) _____
- ☐ Transfer of PC
from dep't _____ to dep't _____
- ☐ Software
(specify) _____ (purpose) _____
- ☐ Others (specify) _____
- ☐ Firewall Policy
(Select Policy Level Number) () Select from 1, 2, 3, 4

Reason for Application

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: MILES VICTOR ARANIAS
IT MEMBER

2022-09-13
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	

NOTE: PENDING