

IT Installation/ Repair Request Form

Date of Request
2022-08-31


Local Supervisor/Manager


Japanese Department Manager

Name: Nicole Yelrish C. Salocot

I.D No. 0011982

PC Name/No: _____

Div/Dep't: HUMAN RESOURCE


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 Job Description, GA Shared
(specify) _____ (purpose) _____
- ☐ Transfer of PC
from dep't _____ to dep't _____
- ☒ Software HRIS (same as before)
(specify) _____ (purpose) _____
- ☒ Others (specify) Laptop
- ☐ Firewall Policy
(Select Policy Level Number) (2) 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:  2022-09-07
Date and Time of Execution

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		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	