

# IT Installation/ Repair Request Form

Date of Request

2021-10-14

RONALD CHAVEZ

SIGNATURE

Local Supervisor/Manager

SIGNATURE

Japanese Department Manager

Name:

JINGLE GLICO

I.D No.

10848

PC Name/No:

TFXC0036

Div/Dep't:

PE

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.:

10080

current user/I.D No.:

10848

☐ File Server Drive

(specify)

(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:

VICENTE S. MEMBER

2021-10-18 / 1:21 PM  
Date and Time of Execution

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		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	