

# IT Installation/ Repair Request Form

Date of Request  
2022-05-28

NOEL CAPAO  
SIGNATURE  
Local Supervisor/Manager

SIGNATURE  
Japanese Department Manager

Name: VANIZA BADELES

I.D No. 011668

PC Name/No:

Div/Dep't: PC / Shipping

## 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)

172.16.81.205 / 172.16.81.210

(purpose)

access PC files server

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☐ Others

(specify)

☒ Firewall Policy

(Select Policy Level Number) ( 2 )

Select from 1, 2, 3, 4

Reason for Application

Newly hired PC Staff

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: Jhon

IT MEMBER

1012-05-28

Date and Time of Execution

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				Approved by:	TAKAFUMI MATSUNAGA
					2 YEARS