

# IT Installation/ Repair Request Form

Date of Request

2023-04-20

*Peter Romanillos*  
PETER ROMANILLOS  
2023-04-20  
SIGNATURE

Local Supervisor/Manager

*Shaba Jada*  
SIGNATURE

, Japanese Department Manager

Applied in CY 2023

Name: Angela Gonzales

I.D No. 011300

PC Name/No: TFXC0578

Div/Dep't: PE - ME

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) MS Teams (purpose) Team Communication
- ☐ 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: IT MEMBER Date and Time of Execution \_\_\_\_\_

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		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	