

# IT Installation/ Repair Request Form

Date of Request

2022-08-03

2022-08-03  
SIGNATURE

Local Supervisor/Manager

2022-08-03  
SIGNATURE

Japanese Department Manager

Name: EDELJANE CASTILLO

I.D No. 9128

PC Name/No: TFXC0767

Div/Dep't: PR/STRL

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) \_\_\_\_\_ (purpose) \_\_\_\_\_

☒ Others (specify) Microsoft teams

☐ Firewall Policy  
(Select Policy Level Number) ( ) Select from 1, 2, 3, 4

Reason for Application To deliver information in an easy way ,especially if the immediate superior is on meeting  
can directly relay information regarding the status of each processes

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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Effectivity Date	2021-04-15	Prepared by:	SUSETTE SURBANO	Checked by:	REY DAGATAN/AMADITO ORTIZANO
		Approved by:	TAKAFUMI MATSUNAGA		2 YEARS