



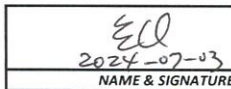
GA Division IT	<b>IT Installation/ Repair Request Form</b>	TMF-G0052 Version 1.00
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**2024-07-02**  
 Date of Request

  
 NAME & SIGNATURE  
 Prepared By:

  
 NAME & SIGNATURE  
 Local Supervisor/Manager

  
 NAME & SIGNATURE  
 Japanese Department Manager

Name of User: Ranzel Pantilgan  
 I.D No.: TFC11722  
 PC Name/No: TFXC1021  
 Div/Dep't: PR/EQUIPMENT  
 Position: Technician I

<b>Select the purpose of Application</b>	<input type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TMF-G0051 form</small>	<input checked="" type="checkbox"/> System Registration and Job Request
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☐ Cybozu/Garoon  
  
☐ E-Mail  
  
☐ Domain ID  
  
☐ PC Reset/Reformat  
  
☐ SAP  
  
☐ Change of PC User  
     previous user/I.D No.:

☐ Wireless Network  
  
☐ LAN Cable Assembly/Installation  
  
☐ MS Teams Account  
  
☐ Documentum/Astrux System  
  
☐ Toss System

☒ File Server Drive  
     (specify) Medical Group and Medical Factory Server      (purpose) To access related quality records and documents

☐ Transfer of PC  
     from dep't \_\_\_\_\_ to dep't \_\_\_\_\_

☐ Software  
     (specify) \_\_\_\_\_ (purpose) \_\_\_\_\_

☐ Others (specify) \_\_\_\_\_

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

**Reason for Application**

**Policy Validity Period**  
Note: Do not fill-up Validity Period if Permanent

**Date From** ( yyyy/mm/dd)

**Date To** (yyyy/mm/dd)

**Requests Performed by:** CRISTINE PAUL ALMAGRO  
 IT MEMBER

2024-07-05  
**Date and Time of Execution**

Related Document: TMF-G0051

\*It is permitted to use this form in both electronic and hard copy.

\*The user have to check and compare versions, effective date and sub master information before printing.