

# IT Installation/ Repair Request Form

Date of Request

2023 - 04 - 20

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

Local Supervisor/Manager

*Yujinara*  
YUJINARA  
-ok-  
SIGNATURE

Japanese Department Manager

applied in Glass

Name:

Julito Pangalay, Jr.

I.D No.

11831

PC Name/No:

TFXC0783

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) (3) Select from 1, 2, 3, 4

Reason for Application Parts checking needed for designing and  
modification

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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		Approved by:	TAKAFUMI MATSUNAGA		2 YEARS