

GA Division IT	IT Installation/ Repair Request Form	TMF-G0052 Version 2.00				
2024-02-06 Date of Request						
<div style="display: flex; justify-content: space-between;"><div style="width: 30%; text-align: center;"><div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">2024-02-07 Lloyd Herman Oplado <small>NAME & SIGNATURE</small></div><div>Prepared By:</div></div><div style="width: 30%; text-align: center;"><div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">2024-02-07 Analyn Toling <small>NAME & SIGNATURE</small></div><div>Local Supervisor/Manager</div></div><div style="width: 30%; text-align: center;"><div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">2024-02-08 Tomochika Fukuoka <small>NAME & SIGNATURE</small></div><div>Japanese Department Manager</div></div></div>						
Name of User: <u>Beverly Oroc</u>						
I.D No.: <u>5598</u>						
PC Name/No: <u>TFXC0162</u>						
Div/Dep't: <u>PR/PR</u>						
Position: <u>Associate Staff</u>						
<table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="width:33%; padding: 5px;">Select the purpose of Application</td><td style="width:33%; padding: 5px;"><input checked="" type="checkbox"/> For New PC Issuance Request</td><td style="width:33%; padding: 5px;"><input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TMF-G0051 form</small></td><td style="width:33%; padding: 5px;"><input type="checkbox"/> System Registration and Job Request</td></tr></table>			Select the purpose of Application	<input checked="" 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 type="checkbox"/> System Registration and Job Request
Select the purpose of Application	<input checked="" 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 type="checkbox"/> System Registration and Job Request			
<div style="display: flex; flex-wrap: wrap;"><div style="width: 50%;"><input type="checkbox"/> Cybozu/Garoon</div><div style="width: 50%;"><input type="checkbox"/> Wireless Network</div><div style="width: 50%;"><input checked="" type="checkbox"/> E-Mail</div><div style="width: 50%;"><input type="checkbox"/> LAN Cable Assembly/Installation</div><div style="width: 50%;"><input type="checkbox"/> Domain ID</div><div style="width: 50%;"><input checked="" type="checkbox"/> MS Teams Account</div><div style="width: 50%;"><input type="checkbox"/> PC Reset/Reformat</div><div style="width: 50%;"><input checked="" type="checkbox"/> Documentum/Astrux System</div><div style="width: 50%;"><input checked="" type="checkbox"/> SAP</div><div style="width: 50%;"><input type="checkbox"/> Toss System</div><div style="width: 50%;"><input checked="" type="checkbox"/> Change of PC User previous user/I.D No.: <u>10167</u> current user/I.D No.: <u>5598</u></div><div style="width: 50%;"><input type="checkbox"/> File Server Drive (specify) _____ (purpose) _____</div><div style="width: 50%;"><input type="checkbox"/> Transfer of PC from dep't _____ to dep't _____</div><div style="width: 50%;"><input type="checkbox"/> Software (specify) _____ (purpose) _____</div><div style="width: 50%;"><input type="checkbox"/> Others (specify) _____</div><div style="width: 50%;"><input checked="" type="checkbox"/> Firewall Policy <div style="display: flex; justify-content: space-around; margin-top: 5px;"><div>(Select Policy Level Number)</div><div><input type="checkbox"/></div><div><input checked="" type="checkbox"/></div><div><input type="checkbox"/></div><div><input type="checkbox"/></div><div><input type="checkbox"/></div></div><div style="display: flex; justify-content: space-around; margin-top: 5px;"><div>Select from:</div><div>1</div><div>2</div><div>2A</div><div>3</div><div>3A</div></div></div></div>						
Reason for Application : <u>For Work time and encoding activities on production</u>						
<div style="display: flex; justify-content: space-between;"><div>Policy Validity Period</div><div>Date From (yyyy/mm/dd)</div><div>Date To (yyyy/mm/dd)</div></div>						
<div style="display: flex; justify-content: space-between;"><div><small>Note: Do not fill-up Validity Period if Permanent</small></div><div style="text-align: center;"><div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">2024-02-12 ORYINE PAUL ALMAGRO <small>IT MEMBER</small></div><div>Requests Performed by:</div></div><div style="text-align: right;"><div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">2024-02-12 8:00 AM</div><div>Date and Time of Execution</div></div></div>						
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.