

# IT Installation/ Repair Request Form

Date of Request

2022-09-21

*[Signature]*  
2. P. L. A. P. L. 2022-09-21  
SIGNATURE

Local Supervisor/Manager

2022-09-21  
DAISUKE NAKAYAMA  
SIGNATURE

Japanese Department Manager

Name: Edmar Dela Cerna

I.D No. 009682

PC Name/No: TFXC0108

Div/Dep't: Wire Drawing

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.: 008662 current user/I.D No.: 009682

☐ File Server Drive

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

☒ Transfer of PC

from dep't Wire Stranding F3 to dep't Wire Drawing F1

☐ Software

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

☐ 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: MILES VIRGENT ARANAS  
IT MEMBER

2022-09-23  
Date and Time of Execution

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		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA		