

# IT Installation/ Repair Request Form

Date of Request  
2022-07-21

AMADITO ORTIZANO  
SIGNATURE  
Local Supervisor/Manager

TAKAFUMI MATSUNAGA  
SIGNATURE  
Japanese Department Manager

Name: Christopher Alegre  
I.D No. 009536  
PC Name/No: TFXC0584  
Div/Dep't: GA/SAF

## 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) \_\_\_\_\_
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP

## Firewall Policy

(Select Policy Level Number)

(2)

Select from 1, 2, 3, 4

Reason for Application Need to access internet for MicroSoft Teams meeting

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:

ARIE GUARN  
IT MEMBER

2022-07-26 9:30 AM  
Date and Time of Execution

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