

GA Division IT	IT Installation/ Repair Request Form	TMF-G0052 Version 1.00
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2023-12-20
 Date of Request

2023-12-20

Roda Daño

NAME & SIGNATURE

 Prepared By:

2023-12-20

Wisarut Manothus

NAME & SIGNATURE

 Local Supervisor

Yasuko Shoyama

NAME & SIGNATURE

 Japanese Department Manager

Name of User: Bryan Arendain
 I.D No.: 10861
 PC Name/No: TFXC0817
 Div/Dep't: MPRO
 Position: Supervisor

Select the purpose of Application	<input type="checkbox"/> For New PC Issuance Request	<input checked="" 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
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☐ Cybozu/Garoon
☐ E-Mail
☐ Domain ID
☐ PC Reset/Reformat
☐ SAP

☐ Change of PC User
 previous user/I.D No.: _____
☐ File Server Drive
 (Specify) _____
☐ Transfer of PC
 from dep't _____
☐ Software
 (specify) _____
☐ Others
 (specify) _____
☐ Firewall Policy
 (Select Policy Level Number) (0) _____

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

 Current user/I.D No.: _____
 (Purpose) _____
 to dep't _____
 (purpose) _____
 Select from 1, 2, 2A, 3, 3A

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:

IT MEMBER

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.

GA Division	COMPUTER ASSESSMENT & RECOMMENDATION		TMF-G0059
IT	FORM		Version 1.00

DIVISION: Production

DEPARTMENT: M-PRO

PC NO. TF10741

NAME OF USER: Bryan Arendain

ID NO. 010861

DATE: 2023-12-18

Unit Type: ☒ Laptop ☐ Desktop

CURRENT STATUS: The monitor has no display and is damaged. We already checked and troubleshooted, but it is still on the black-screen display. It needs to be replaced with a new laptop.

RECOMMENDATIONS: I recommend to change the laptop. Since, we have a spare laptop from a resigned employee, we can provide a replacement for it.

2023-12-20

Signature of User/ Date

CHECKED BY:

Signature

NAME: SUSETTE SURBANO

POSITION: ☒ IT STAFF ☐ IT TECHNICIAN

DATE: 2023-12-18

VERIFIED BY:

Signature

NAME: Rey Dagalan

POSITION: IT Sup.

DATE: 2023-12-19

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

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