



- Sections 1, 2, and Part IV **MUST** always be completed for any request
- **ALL** Sections **MUST** be completed (or crossed-through) for New User requests

Date:	2	4	0	2	0	6
LAN USER ID:						
HD # (IT Use Only)						
CUA # (IT Use Only)						

Part I. User Details – **MUST BE COMPLETED IN FULL USING BLOCK LETTERS**

Section 1. User (NB: All details are required to update PhilPost Employee Directory)

First Name & Middle Initial: _____

Last Name: _____

Job Title: _____

BU & Department: _____

Base Site (Location): _____

Office Phone Number: _____

Office Fax Number: _____

Mobile Phone Number: _____

Section 2. Type of Request

- New User (New Employee)
 → Complete ALL sections. New Users **MUST** also submit a signed copy (page 11) of Internet, Email and Password Security Policy (IT Computer User Standards_Philpost.doc).
- Additional access for an existing User
 → Insert LAN User ID above & complete Parts I through IV.
- Revoke access for an existing User
 → Insert LAN User ID above & complete Sections 1 & 5 and Part V.
- Relocate an existing User
 → Insert User ID above, complete sections 1 & 5, specify any other **NEW** access required, and complete Part V.

Part II. Employment Status

Section 3. Replacement of existing User

Is this user replacing an existing user? → **Yes*** **No**

* If yes, provide the full name of the user being replaced: _____

Another CUA form **MUST** accompany this form requesting deletion of the user that is leaving the Company.

Section 4. Employment category (e.g. Permanent, Contractor, Consultant or Temp)

Is this User a non-Member of Staff e.g. Contractor, Student, Temp? → **Yes**** **No**

** If yes, please provide end of contract date or anticipated date of completion:

D	D	M	M	Y	Y
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Section 5. Relocation of or Revoke access for PhilPost user

If user is relocating, specify site location names →

From Site/Dept:	_____	To Site/Dept:	_____
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Please provide the date the Relocation or Revoking of access is effective from:

D	D	M	M	Y	Y
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All data relating to the outgoing user will be **DELETED** unless a Business Case specifying why data needs to be retained is provided (Page 3).

Part III. System Access Details

Section 6. Access to Applications NB: Sections indicated must also be completed, otherwise access will not be granted

- LAN (PC logon and Network access) → You must also complete Section 7.
- Field Sales (PenTablet, PenPad user, Tracking device, cellphone) Complete a User Responsibility Form, **DO NOT** use this form.
- E-mail (Webmail/ClientEmail) and company databases) You must also complete this form.
- Internet You must also complete this form.
- Remote Access – → You must state a business case for DialConnect in "Business Cases" section.
- Remote Access – iPass (Overseas ONLY) → You must state a business case for iPass in "Business Cases" section.
- Accounting Software You must also complete this form.



<input type="checkbox"/> Desktop Software/Printer Access →	<i>Please refer to Section 9 for further information.</i>
<input type="checkbox"/> Other	
<input type="checkbox"/>	
<input type="checkbox"/>	

Section 7. LAN (Network) Drive access NB: This is only for drive access, not software or printers	
<i>Specify the Shared Department Drives that this User will access: e.g. Marketing on Server_name\Data</i>	
1. Shared drive Folder: Server_name\Data\Public	2. Shared drive Folder:
3. Shared drive Folder: Server_name\Data\Deptshr\Sales Domestic Team	4. Shared drive Folder:

Section 8. Email access NB: This Section is subject to further approval by the line Manager	
Will this user require E-mail access or both E-mail and Database access? → <input type="checkbox"/> E-mail <input type="checkbox"/> Database**	
**Specify Email to be accessed: Webmail or with Email Client (i.e Mozilla or Outlook)	

Part IV. Hardware and Software Request Details

Section 9. Hardware	Section 14. Software Licence Purchase								
<input type="checkbox"/> Connect to LAN Printer Name:	Charge the following software to Cost Centre: <table border="1"><tr><td>X</td><td>X</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>	X	X	0	0	0	0	0	0
X	X	0	0	0	0	0	0		
<input type="checkbox"/> Colour Printing Access	<input type="checkbox"/> Adobe Acrobat (full version, i.e. Distiller, not Reader)								
<p><i>For all Hardware Purchase requests, including requests for pricing details, please call Regional IT Service Desk on +632 359-8311 or send email at email.support@philpost.gov.ph if required, an ACE (Application for Capital Equipment) will then be issued.</i></p>	<input type="checkbox"/> Microsoft Office								
	<input type="checkbox"/> Microsoft project								
	<input type="checkbox"/> Microsoft Visio								
	<p><i>If you have any queries relating to the software you require or to find out current software pricing details, please call IT Service Desk on +632 359-8311 or send email at email.support@philpost.gov.ph . For other common software not listed above please include your department's Cost Centre above and then state the software you wish to access in the Additional Comments section below. For new software that has not been made available by IT previously, we will provide you with a Software survey to complete.</i></p>								



Business Case (for retention of data belonging to departing Employee, access to Remote Access etc.)

Additional Comments

Part V. Authorisation – MUST BE COMPLETED IN FULL USING BLOCK LETTERS	
Authorised by <i>(Department or Reporting Manager's signature is mandatory)</i>	
Manager's Name (Print): _____	Date: 24 / 02 / 06
Manager's Signature: _____	
Manager's Telephone: _____	Manager's User ID: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>