

IT Installation/ Repair Request Form

Record Control NO. : G-IRF-244033-1

2024-03-13

Date of Request

2024-03-13
CHRISTINE C. GARSANO
NAME & SIGNATURE
Prepared By:

2024-03-13
E. TUNDAG
NAME & SIGNATURE
Local Supervisor/Manager

2024-03-14
DAISUKE NAKAYAMA
NAME & SIGNATURE
Japanese Department Manager

Name of User: Christine C. Garsano

I.D No.: 009041

PC Name/No: TFXC0407 / TFXC0588

Div/Dep't: WIRE ROPE DRAWING

Position: ENCODER

Select the purpose
of Application☐ For New PC Issuance Request☒ (For PC replacement request)

If you check here, attached the signed TCF-G084 form

☐ System Registration
and Job Request

(Systems Registration and Job Requests)

☐ Cybozu/Garoon☒ E-Mail☐ Domain ID☐ PC Reset/Reformat☒ SAP☒ 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☒ MS Teams Account☐ Documentum/Astrux System☐ Toss System☐ Firewall Policy

(Select Policy Level Number)

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

2023-03-10

Date and Time of Execution

Related Document: TCT-007 & TCF-G084

Document No.	TCF-G022	Ver.	5	TOYOFLEX CEBU CORPORATION		Retention Period
Effectivity Date	2023-07-24	Prepared by:	Checked by:	Approved by:		2 YEARS
		RUSHKY ESTRERA	REY DAGATAN	AMADITO ORTIZANO		