

IT Installation/ Repair Request Form

Record Control NO. : G-IRF-242029-1

2024-02-16

Date of Request

LEONARDO A. AYOON
NAME & SIGNATURE
Prepared By:

RONALD CHAVEZ
NAME & SIGNATURE
Local Supervisor/Manager

DAISUKE NAKAYAMA
NAME & SIGNATURE
Japanese Department Manager

Name of User: Daisuke NakayamaI.D No.: 010360PC Name/No: TFXC0295Div/Dep't: Wire ropePosition: Section Manager

Select the purpose of Application	<input checked="" type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TCF-G084 form</small>	<input type="checkbox"/> System Registration and Job Request
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(Systems Registration and Job Requests)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Cybozu/Garoon | <input checked="" type="checkbox"/> Wireless Network |
| <input checked="" type="checkbox"/> E-Mail | <input type="checkbox"/> LAN Cable Assembly/Installation |
| <input checked="" type="checkbox"/> Domain ID | <input checked="" type="checkbox"/> MS Teams Account |
| <input type="checkbox"/> PC Reset/Reformat | <input checked="" type="checkbox"/> Documentum/Astrux System |
| <input type="checkbox"/> SAP | <input type="checkbox"/> Toss System |
| <input type="checkbox"/> Change of PC User
previous user/I.D No.: _____ current user/I.D No.: _____ | |
| <input type="checkbox"/> File Server Drive
(specify) <u>J-Drive</u> (purpose) _____ | |
| <input type="checkbox"/> Transfer of PC
from dep't _____ to dep't _____ | |
| <input type="checkbox"/> Software
(specify) _____ (purpose) _____ | |
| <input type="checkbox"/> Others (specify) _____ | |

☐ Firewall Policy

(Select Policy Level Number)

Select from: ☐ 1 ☐ 2 ☐ 2A ☒ 3 ☐ 3AReason 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: TCF-007 & TCF-G084

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