

## IT In/Out/Repair Request Form

Record Control NO. : G-IRF-241016-1

2024-01-29

Date of Request

JULIE ANN RODRIGO  
NAME & SIGNATURE

Prepared By:

NAME & SIGNATURE  
Local Supervisor/Manager

Local Supervisor/Manager

KENGO KITAGAWA  
NAME & SIGNATURE

Japanese Department Manager

Name of User: Jhun Reggie Ugon

I.D No.: 012537

PC Name/No: TFC0881

Div/Dep't: PE

Position: Associate Engineer

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☐ Wireless Network☐ E-Mail☐ LAN Cable Assembly/Installation☐ Domain ID☐ MS Teams Account☐ PC Reset/Reformat☐ Documentum/Astrux System☐ SAP☐ Toss System☒ Change of PC User

previous user/I.D No.: TFC12114 current user/I.D No.: TFC0881

☐ File Server Drive

(specify) (purpose)

☐ Transfer of PC

from dep't to dep't

☐ Software

(specify) (purpose)

☐ Others

(specify)

☐ 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:

RUSHKY ESTRERA

IT MEMBER

Date and Time of Execution

Related Document: TCT-007 &amp; TCF-G084

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

2 YEARS