

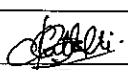


IT Installation/ Repair Request Form

OK

<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <div style="border: 1px solid black; padding: 2px; display: inline-block;"> RYAN R. MANTE <small>SIGNATURE</small> 2023-07-17 </div> </div> <div style="text-align: center;">  <div style="border: 1px solid black; padding: 2px; display: inline-block;"> RYAN R. MANTE <small>SIGNATURE</small> 2023-07-17 </div> </div> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> AMADITO ORTIZANO <small>SIGNATURE</small> 2023-07-17 </div> </div> </div>		Date of Request 2023-07-17	
Prepared By:		Local Supervisor/Manager	Japanese Department Manager
Name of User <u>REJIESON C. INDOC</u>			
I.D No. <u>012520</u>			
PC Name/No: _____			
Div/Dep't: <u>GA - UTILITY</u>			
Position: <u>ASSOCIATE STAFF</u>			
Select the purpose of Application	<input type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TFI-S15-G030 form</small>	<input type="checkbox"/> System Registration and Job Request
(Systems Registration and Job Requests)			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Cybozu/Garoon </div> <div style="width: 50%;"> <input type="checkbox"/> Wireless Network </div> <div style="width: 50%;"> <input checked="" type="checkbox"/> E-Mail </div> <div style="width: 50%;"> <input type="checkbox"/> LAN Cable Assembly/Installation </div> <div style="width: 50%;"> <input type="checkbox"/> Domain ID </div> <div style="width: 50%;"> <input type="checkbox"/> MS Teams Account </div> <div style="width: 50%;"> <input type="checkbox"/> PC Reset/Reformat </div> <div style="width: 50%;"> <input type="checkbox"/> Documentum/Astrux System </div> <div style="width: 50%;"> <input type="checkbox"/> SAP </div> <div style="width: 50%;"> <input type="checkbox"/> Toss System </div> <div style="width: 100%;"> <input type="checkbox"/> Change of PC User previous user/I.D No.: <u>LOVELY LOMONGO</u> current user/I.D No.: <u>012520</u> </div> <div style="width: 100%;"> <input type="checkbox"/> File Server Drive (specify) _____ (purpose) _____ </div> <div style="width: 100%;"> <input type="checkbox"/> Transfer of PC from dep't _____ to dep't _____ </div> <div style="width: 100%;"> <input type="checkbox"/> Software (specify) _____ (purpose) _____ </div> <div style="width: 100%;"> <input type="checkbox"/> Others (specify) _____ </div> </div>			
<input type="checkbox"/> 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)			
<small>Note: Do not fill-up Validity Period if Permanent</small>			
Requests Performed by: 		2023-07-17	
IT MEMBER		Date and Time of Execution	
Related Document: TCT-G007			
Document No.	TCT-G022	Ver.	4
TOYOFLEX CEBU CORPORATION			Retention Period
Effectivity Date	2022-10-27	Prepared by:	Checked by:
		REY DAGATAN	AMADITO ORTIZANO
		Approved by:	TAKAFUMI MATSUNAGA
			2 YEARS

2