

# IT Installation/ Repair Request Form

Date of Request

2022-07-25

2022-07-25  
SIGNATURE  
Local Supervisor/Manager

2022-07-25  
SIGNATURE  
Japanese Department Manager

Name: Glenn Ray P. Ruben

I.D No. 11428

PC Name/No: TFXC0866

Div/Dep't: PR / PR

Type of Installation

☒ (Entry)  
(For Install) ☐ (Exit)  
(For Deletion)

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☐ E-Mail
- ☐ Active Directory
- ☐ Siam System
- ☐ Data Surfing
- ☐ 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
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP

☒ Firewall Policy

(Select Policy Level Number) (3A) Select from 1, 2, 3, 4

Reason for Application Need to have an access on internet and Youtube for research purposes, video references, benchmark ideas, and additional information that may fulfill our needs to complete our tasks.

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:

ARIEL  
IT MEMBER

2022-07-26 2:00 PM  
Date and Time of Execution

Document No.	TCF-G022	Ver.	3	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2021-04-15	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	