

# IT Installation/ Repair Request Form

Date of Request

2023-05-19

N. GLODDE  
SIGNATURE

Prepared By:

RONALD CHAVEZ  
SIGNATURE

Local Supervisor/Manager

DAISUKE NAKAYAMA  
SIGNATURE

Japanese Department Manager

Name of User MARLINO OCARIZA

I.D No. 006047

PC Name/No: TF1C0107

Div/Dep't: WR- Nylon coating

Position:

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 TFI-S15-G230 form</small>	<input type="checkbox"/> System Registration and Job Request
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## (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.: \_\_\_\_\_ current user/I.D No.: \_\_\_\_\_

☒ File Server Drive

(specify) WIRE ROPE (purpose) MONITORING & INVENTORY

☐ Transfer of PC

from dep't \_\_\_\_\_ to dep't \_\_\_\_\_

☐ Software

(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_

☐ Others

(specify) ADDITIONAL PC FOR DRESIN MATERIALS (PIGMENTS) PREPARATION  
2 DIE & NOZZLE MAINTENANCE

☐ Firewall Policy

• Production Monitoring  
(Select Policy Level Number) (2A) 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: WALTER ORLANDO  
IT MEMBER

2023-05-20  
Date and Time of Execution

Related Document: TCT-G007

Document No.	TCF-G022	Ver.	4	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2022-10-27	Prepared by:	Checked by:	Approved by:	2 YEARS
		REY DAGATAN	AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	