


IT Installation/ Repair Request Form

Date of Request

2021-01-13


Local Supervisor/Manager


Japanese Department Manager

Name: EVELYN ATAMOSA

I.D No. 8843

PC Name/No: TFXC0043

Div/Dept: QA/QC

Type of Installation

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

☐ R-Pics System

☐ Chat App/Messenger

☐ Cybozu/Garoon

☐ Wireless Network

☐ E-Mail

☒ LAN Cable Assembly/Installation

☒ Active Directory

☐ PC Reformat

☐ Siam System

☐ Documentum/Astrux System

☐ Data Surfing

☐ Toss System

☐ Change of PC User
previous user/I.D No.: _____ current user/I.D No.: _____

☐ SAP

☒ File Server Drive
(specify) QA/QC (purpose) Access SID

☐ Transfer of PC
from dept' _____ to dept' _____

☐ Software
(specify) _____ (purpose) _____

☐ Others
(pls. specify) _____

Requests Performed by: SUCETE ORTIZANO
IT Personnel

2020-01-13
Date

Document No.	TCF-G022	Ver.	2	Toyoflex Cebu Corporation		Retention Period
Effectivity Date	2018-03-19	Prepared by:	REY DAGATAN	Checked by:	AMADITO ORTIZANO	Approved by:
						TAKAFUMI MATSUNAGA
						2 years