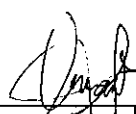
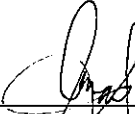
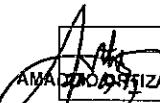


IT Installation/ Repair Request Form

OK

 RYAN R. MANTE <small>SIGNATURE</small> 2023-07-17 Prepared By:	 RYAN R. MANTE <small>SIGNATURE</small> 2023-07-17 Local Supervisor/Manager	Date of Request <u>2023-07-17</u>  AMADO ORTIZANO <small>SIGNATURE</small> 2023-07-17 Japanese Department Manager
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Name of User JULMARCIANO CALIPAY
I.D No. 100802
PC Name/No: _____
Div/Dep't: GA/ADMIN.
Position: UTILITY ASSOCIATE STAFF

Select the purpose of Application	<input checked="" type="checkbox"/> For New PC Issuance Request <small>(If you check here, attached the signed TFA-S15-G030 form)</small>	<input type="checkbox"/> (For PC replacement request)	<input type="checkbox"/> System Registration and Job Request
--	--	---	--

(Systems Registration and Job Requests)


<input type="checkbox"/> Cybozu/Garoon <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> Domain ID <input type="checkbox"/> PC Reset/Reformat <input type="checkbox"/> SAP <input type="checkbox"/> Change of PC User previous user/I.D No.: _____ current user/I.D No.: _____ <input type="checkbox"/> File Server Drive (specify) _____ (purpose) _____ <input type="checkbox"/> Transfer of PC from dep't _____ to dep't _____ <input type="checkbox"/> Software (specify) _____ (purpose) _____ <input type="checkbox"/> Others (specify) _____	<input type="checkbox"/> Wireless Network <input type="checkbox"/> LAN Cable Assembly/Installation <input type="checkbox"/> MS Teams Account <input type="checkbox"/> Documentum/Astrux System <input type="checkbox"/> Toss System
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☐ **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:  IT MEMBER 2023-07-17
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	AMADO ORTIZANO	TAKAFUMI MATSUNAGA	