

# IT Installation/ Repair Request Form

Date of Request

2022-05-28

*2022-05-28*  
**AYDA ZURITA**  
 SIGNATURE  
 Local Supervisor/Manager

*2022-05-28*  
**YUJI INABA**  
 SIGNATURE  
 Japanese Department Manager

Name: Roxanne Qalocotan

I.D No. 017733

PC Name/No: TFXC6946

Div/Dep't: Spring Coil

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) Medical Coll / Competence Record (purpose) To access server used in SC section  
To encode competence record in the server
- ☐ Transfer of PC  
 from dep't \_\_\_\_\_ to dep't \_\_\_\_\_
- ☐ Software  
 (specify) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☐ Others (specify) \_\_\_\_\_
- ☐ Firewall Policy  
 (Select Policy Level Number) (2) Select from 1, 2, 3, 4

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: AYDA ZURITA  
 IT MEMBER

2022-05-28  
 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	