

# IT Installation/ Repair Request Form

Date of Request  
2022-03-08

2022-03-09  
SIGNATURE  
Local Supervisor/Manager

2022-03-10  
SIGNATURE  
Japanese Department Manager

Name: TWITCHELL POLANCOS

I.D No. 10226

PC Name/No: ~~TFXC0264~~ TFXC0956

Div/Dep't: PC/PURCHASING&LOGISTIC-IMPEX

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.:

☒ Wireless Network

☒ LAN Cable Assembly/Installation

☐ PC Reformat

☐ Documentum/Astrux System

☒ Toss System

☐ SAP

current user/I.D No.:

☐ File Server Drive

(specify)

(purpose)

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☒ Others

(specify)

MS TEAMS, SAP B1, SAP Business client

☐ Firewall Policy

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

Reason for Application

CHANGED NEW LAPTOP DUE TO DAMAGE BATTERY

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 GUARIN  
IT MEMBER

2022-09-14 08:00AM  
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:	
		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	2 YEARS