

IT Installation/ Repair Request Form

Date of Request

2023-01-13

2023-01-13
JELYN D. SIMAR
SIGNATURE

Prepared By:

2023-01-13
JELYN D. SIMAR
SIGNATURE

Local Supervisor/Manager

2023-01-13
HIROYUKI KADAMA
SIGNATURE

Japanese Department Manager

Name of User DEVINE GRACE AVENIDO

I.D No. 11272

PC Name/No: _____

Div/Dep't: Human Resource

Position: ASSOCIATE STAFF

Select the purpose of Application

☐ For New PC Issuance Request

☐ (For PC replacement request)

☐ System Registration and Job Request

If you check here, attached the signed TFI-B15-0030 form

(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) _____ (purpose) _____

☐ Transfer of PC

from dep't _____ to dep't _____

☐ Software

(specify) _____ (purpose) _____

☐ Others

(specify) _____

☐ Firewall Policy

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

Reason for Application The user needs MS Teams Account

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: Rey Dagatan
MEMBER

2023-01-30
Date and Time of Execution

Related Document: TCT-G007

Document No.	TCT-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	