

IT Installation/ Repair Request Form

Date of Request

2022-10-13

Peter Romanillos
2022-10-13
PETER ROMANILLOS
SIGNATURE
Local Supervisor/Manager

Yll
2022-10-14
Yll
SIGNATURE
Japanese Department Manager

Name: Palmer Perez

I.D No. 11689

PC Name/No: TFXC 0576

Div/Dep't: PE - PMD

Type of Installation



(Entry)



(Exit)

(For Install)

(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)

1) PRODUCTION ENGINEERING

(purpose)

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☐ Others

(specify)

☐ Firewall Policy

(Select Policy Level Number) (1)

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: *Roderic J. Linares*
IT MEMBER

2022-10-19
Date and Time of Execution

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|------------------|------------|--------------|-----------------|---------------------------|------------------------------|------------------|
| Document No. | TCF-G022 | Ver. | 3 | TOYOFLEX CEBU CORPORATION | | Retention Period |
| Effectivity Date | 2021-04-15 | Prepared by: | SUSETTE SURBANO | Checked by: | REY DAGATAN/AMADITO ORTIZANO | Approved by: |
| | | | | | TAKAFUMI MATSUNAGA | 2 YEARS |