

## IT Installation/ Repair Request Form

Record Control NO. : G-IRF-2025072-1

2024-05-07

Date of Request

2024.05.07  
NAME & SIGNATURE  
Prepared By:2024-05-07  
NAME & SIGNATURE  
Local Supervisor/Manager2024.05.07  
NAME & SIGNATURE  
Japanese Department Manager

Name of User: SECURITY GUARD

I.D No.: \_\_\_\_\_

PC Name/No: TFXC0330

Div/Dep't: SECURITY GROUP

Position: \_\_\_\_\_

Select the purpose of Application	<input type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TCF-G084 form</small>	<input type="checkbox"/> System Registration and Job Request
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## (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) **PLEASE CHANGE OPERATING SYSTEM**

☐ Firewall Policy

(Select Policy Level Number)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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

2023-05-09

Date and Time of Execution

Related Document: TCT-007 &amp; TCF-G084

Document No.	TCF-G022	Ver.	5	TOYOFLEX CEBU CORPORATION		Retention Period
Effectivity Date	2023-07-24	Prepared by:	Checked by:	Approved by:		2 YEARS
		RUSHKY ESTRERA	REY DAGATAN	AMADITO ORTIZANO		





## TRANSCENTRAL SECURITY AGENCY, INC.

GF 10 (Sugbutel) Don Alfredo D. Gothong Centre  
S. Osmeña Street Cor., Rd. East North Reclamation Area, Cebu City  
TeleFax #: 412-1900

FOR : MR AMADITO ORTIZANO  
Division Manager  
Toyoflex Corp Cebu

THRU : MR CHRISTOPHER ALEGRE  
Supervisor, Safety Department

FROM : SECURITY DEPARTMENT

SUBJECT : INFORMATION REPORT

DATE : 06 MAY 2024

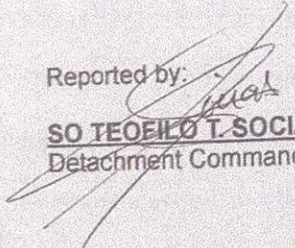
### Facts Of Information:

✓ 4 unit Access Computer set for CCTV monitoring.  
✓ loading.  
✓ not working.

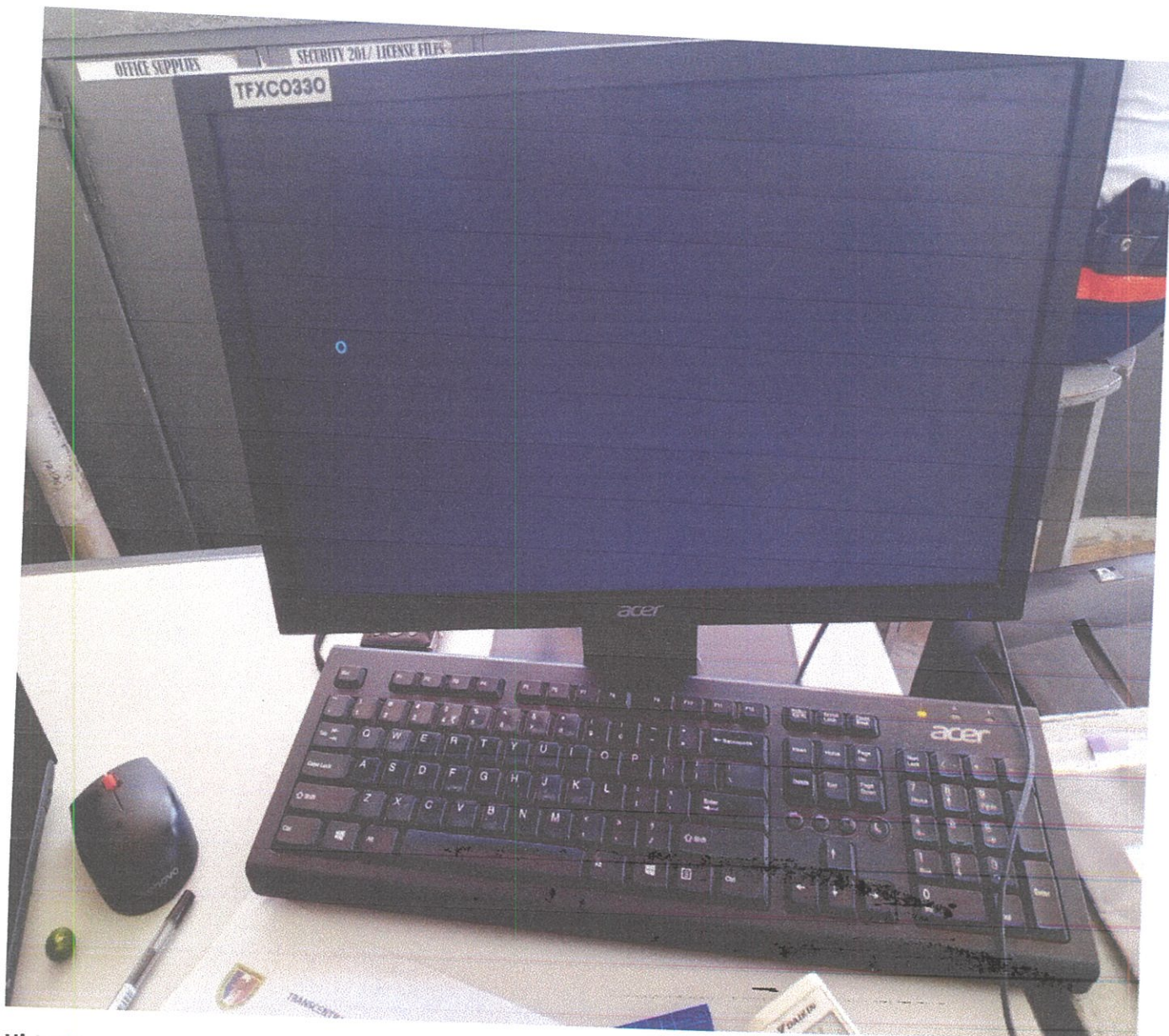
### Action Take:

✓ inform to IT personnel Mr. Navin Parzan for  
his knowledge

Reported by:

  
**SO TEOFILO T. SOCIAS**  
Detachment Commander





**History:**

@loading

@authomatic On and Off

@ Latest Not Working

change ~~CS~~ CS →