

IT Installation/ Repair Request Form

Date of Request

2022-08-17

2022-08-18
SIGNATURE
Local Supervisor/Manager

2022-08-18
SIGNATURE
Japanese Department Manager

Name: SHELA PACALDO

I.D No. 011933

PC Name/No: ~~NA~~ TFXC 0955

Div/Dep't: PC/PURCHASING & LOGISTICS

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

☒ File Server Drive
(specify)

MEDICAL GROUP & MEDICAL FACTORY

(purpose)

TO VIEW PURCHASING, RECEIVING FILES & TO VIEW
REGISTERED DOCUMENTS (LEVEL 1, 2, 3, 4 & 5)

☐ Transfer of PC
from dep't

to dep't

☒ Software
(specify)

MS TEAMS

(purpose)

DIGITAL COMMUNICATION

☐ Others (specify)

☒ Firewall Policy

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

Reason for Application

TO ACCESS FILE SERVER RELATED TO PURCHASING AND RECEIVING FILES.

TO BE AWARE FOR ANY INFORMATION AND INSTRUCTION BY EMAIL.

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

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		