

IT Installation/ Repair Request Form

Record Control NO.: G-RF-29819-12024-03-14

Date of Request

2024-03-14
RINA L. MALINAD
NAME & SIGNATURE

Prepared By:

2024-03-16
JENNIFER SOLABAY
NAME & SIGNATURE

Local Supervisor/Manager

2024-03-16
RYUSUKE SATO
NAME & SIGNATURE

Japanese Department Manager

Name of User: RINA L. MALINADI.D No.: 7044PC Name/No: TFXCD621Div/Dep't: Plastic MoldingPosition: Junior Staff

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)

- | | |
|--|--|
| <input type="checkbox"/> Cybozu/Garoon | <input type="checkbox"/> Wireless Network |
| <input type="checkbox"/> E-Mail | <input type="checkbox"/> LAN Cable Assembly/Installation |
| <input type="checkbox"/> Domain ID | <input checked="" type="checkbox"/> MS Teams Account |
| <input type="checkbox"/> PC Reset/Reformat | <input type="checkbox"/> Documentum/Astrux System |
| <input type="checkbox"/> SAP | <input type="checkbox"/> Toss System |
| <input type="checkbox"/> Change of PC User
previous user/I.D No.: _____ current user/I.D No.: _____ | |
| File Server Drive
(specify) _____ (purpose) _____ | |
| <input type="checkbox"/> Transfer of PC
from dep't _____ to dep't _____ | |
| <input type="checkbox"/> Software
(specify) _____ (purpose) _____ | |
| <input type="checkbox"/> Others (specify) _____ | |

☐ 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 : Request MS Teams for meeting purposes

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: KNAVEN JADE PARAN
IT MEMBER2024-03-19
Date and Time of Execution

Related Document: TCT-007 & 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		