

IT Installation/ Repair Request Form

Date of Request
2023-05-11

2023-05-11
Maricel V. Ceniba
SIGNATURE

Prepared By:

2023-05-11
Amilyn Arranchado
SIGNATURE
Local Supervisor/Manager

2023-05-12
SIGNATURE
Japanese Department Manager

Name of User Amilyn Arranchado

I.D No. 007936

PC Name/No: TFXC0667

Div/Dep't: T-ASSY PACKING

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 TFI-SIS-G030 form</small>	<input checked="" type="checkbox"/> System Registration and Job Request
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(Systems Registration and Job Requests)

<input type="checkbox"/> Cybozu/Garoon	<input checked="" type="checkbox"/> Wireless Network
<input checked="" type="checkbox"/> E-Mail	<input type="checkbox"/> LAN Cable Assembly/Installation
<input type="checkbox"/> Domain ID	<input 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.: _____	
<input type="checkbox"/> 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) (2A) Select from ① 2, 2A, 3, 3A

Reason for Application Can directly send important information thru email. To have an easy access of data in server, when transferring to other area.

Note: My PC is temporarily use to support in saving and checking picture in final packing process.

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: ORVINE PAUL ALMAGARO
IT MEMBER

2023-05-12
Date and Time of Execution

Related Document: TCT-G007

Document No.	TCF-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	