

IT Installation/ Repair Request Form

Date of Request

2022-11-16

Applied

2022-11-16
Denisa Monter
SIGNATURE

Prepared By:

2022-11-16 / 2022-11-16
Jennifer Solabar / Nestor Cape
SIGNATURE

Local Supervisor/Manager

2022-11-16
Kyosuke Sato
SIGNATURE

Japanese Department Manager

Name of User Jennifer SolabarI.D No. 008403PC Name/No: TFXC0619Div/Dep't: Plastic Molding

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 TFX-S15-G030 form</small>	<input checked="" 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) SVAIKANA02/CEBU01 (purpose) Monitoring of Medical and
172.16.1.152 Device Mold Management
- ☐ Transfer of PC
from dep't _____ to dep't _____
- ☐ Software
(specify) _____ (purpose) _____
- ☐ Others
(specify) _____

☐ Firewall Policy

(Select Policy Level Number) (2A) 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: Rey Dagatan

IT MEMBER

2022-11-17 10:54 AM

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		