

## IT Installation/ Repair Request Form

Record Control NO. : 61RF-244050-12024-03-13  
Date of Request

2024-03-13  
Celestina Nacua  
NAME & SIGNATURE  
Prepared By:

2024-03-14  
Don Raymond Reyes  
NAME & SIGNATURE  
Local Supervisor/Manager

2024-03-14  
Yasuhito Shoyama  
NAME & SIGNATURE  
Japanese Department Manager

Name of User: Bethoven Del MarI.D No.: 9912PC Name/No.: TFXC-0363Div/Dep't: MPRO/COREPosition: Asst. Supervisor

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) 172.16.81.205 (purpose) To access SIL and STO information needed for production side
- ☐ Transfer of PC  
from dep't \_\_\_\_\_ to dep't \_\_\_\_\_
- ☐ Software  
(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☐ 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 : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 MEMBER

2024-03-15 1:28 PM

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	