

# IT Installation/ Repair Request Form

Date of Request

2022.9.22

2022.9.22

*[Signature]*  
Local Supervisor/Manager

*[Signature]*  
Hiroyuki Kazuma  
Japanese Department Manager

Name: Gia Mae Oring

ID No: 012015

PC Name/No: TEXC0477

Div/Dept: HR

Type of Installation

☒ (Entry)  
(For Install) ☐ (Exit)  
(For Deletion)

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☒ E-Mail - giamae.oring.ph@toyoflex.com *[initials]*
- ☐ Active Directory
- ☐ Siam System
- ☐ Data Surfing
- ☒ Change of PC User  
previous user/I.D No.: 011930 current user/I.D No.: 012015
- ☒ File Server Drive  
(specify) Recruitment, GA shared, Job Description (purpose) \_\_\_\_\_
- ☐ Transfer of PC  
from dept \_\_\_\_\_ to dept \_\_\_\_\_
- ☒ Software  
(specify) HRIS Access (purpose) \_\_\_\_\_
- ☐ Others (specify) \_\_\_\_\_
- ☒ Firewall Policy  
(Select Policy Level Number) (3) Select from 1, 2, 3, 4

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: MILES VINCENT ARANIAN *[Signature]* 2022-09-29  
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	