

IT Installation/ Repair Request Form

Date of Request

2023-07-14

2023-07-14
CAROL B. QUECOSA
SIGNATURE

Prepared By:

2023-07-14
CML Mopon
SIGNATURE
Laravis

Local Supervisor/Manager

2023-07-14
SIGNATURE

Japanese Department Manager

Name of User FREDELYN BORGADOR

I.D No. TFC5743

PC Name/No: LENOVO TFXC0677

Div/Dep't: MECHANICAL UNIT

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-S15-G030 form</small>	<input checked="" type="checkbox"/> System Registration and Job Request
-----------------------------------	--	--	---

(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 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 checked="" type="checkbox"/> File Server Drive
(specify) <u>* ORDER SHEET FOR APPROVAL</u>
<u>* CHANGE OF EQUIPMENT VEHICLE FOR APPROVAL</u>
<u>* SIL SERVER</u> (purpose) <u>FOR CHECKING AND MONITORING</u> | |
| <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) ()

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

2023-07-18

ID: 24

Date and Time of Execution

Related Document: TCT-G007

Document No.	TFC-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	