IT Installation/ Repair Request Form

Date of Request
2023-05-23

Prepared By:	Local Supervisor/Manager	Japanese Department Manager
2023-05-23 SIGNATURE	2023-05-24 SIGNATURE	2023 05 25 SIGNATURE

Name of User Paul Christian P. Gerago

I.D No. 12461

PC Name/No: TFxC 0899

Div/Dep't: Production Engineering

Position: Associate Engineer

Select the purpose of Application	■ For New PC Issuance Request	☐ (For PC replacement request) If you check here, attached the signed TFJ-S15-G030 form	☐ System Registration and Job Request

(Systems Registration and Job Requests)

- ☐ Cybozu/Garoon
- ■ E-Mail (paul.gerago.ph@toyoflex.com)
- ☐ Domain ID
- ☐ PC Reset/Reformat
- ☐ SAP
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ■ MS Teams Account
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ Change of PC User
  previous user/I.D No.: _____ current user/I.D No.: _____
- ☐ File Server Drive
  (specify) _____ (purpose) _____
- ☐ Transfer of PC
  from dep't _____ to dep't _____
- ☐ Software
  (specify) _____ (purpose) _____
- ☐ Others (specify) _____

☐ ***Firewall Policy***

(Select Policy Level Number) ***(3)*** ***Select from 1, 2, 2A, 3, 3A***

Reason for Application For documentation purposes only.

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: CLYDE ABABA
IT MEMBER

2023-06-02 8:27 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: REY DAGATAN		Checked by: AMADITO ORTIZANO	Approved by: TAKAFUMI MATSUNAGA	2 YEARS