

## IT Installation/ Repair Request Form

Record Control NO. : G-IRF-29949-1

2024-08-14

Date of Request

MARICEL DURADO  
NAME & SIGNATURE

Prepared By:

MS JELLA ANGUDONG  
NAME & SIGNATURE

Local Supervisor/Manager

MR. MASAOKI OTSUKA  
NAME & SIGNATURE

Japanese Department Manager

Name of User: MARICEL DURADO

I.D No.: 005128

PC Name/No: TFX C 0626

Div/Dep't: PRODUCTION CONTROL

Position: ASSOCIATE STAFF

Select the purpose  
of Application☐ For New PC Issuance Request☐ (For PC replacement request)

If you check here, attached the signed TCF-G084 form

☒ System Registration  
and Job Request

## (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)

mechanical unit  
plastic molding  
(172.16.81.205)

(purpose)

planning

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☐ 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

2024-08-16

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:	RUSHKY ESTRERA	Checked by:	REY DAGATAN
		Approved by:	AMADITO ORTIZANO		2 YEARS