

## IT Installation/ Repair Request Form

Record Control NO. : G-1RF-219054-1

2024-03-12

Date of Request

2024-03-12  
LEONZYMUNDEJAR  
NAME & SIGNATURE  
Prepared By:2024-03-12  
ARLAN ALONSABE  
NAME & SIGNATURE  
Local Supervisor/Manager2024-03-13  
NAME & SIGNATURE  
Japanese Department Manager

Name of User: Dana R. Argoncillo

I.D No.: 012123

PC Name/No: TFX 00813

Div/Dep't: QA

Position: Worker 1

Pending

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☒ E-Mail☐ Domain ID☐ PC Reset/Reformat☐ SAP☒ Change of PC User

previous user/I.D No.:

Documentum

current user/I.D No.:

12123

☐ File Server Drive

(specify)

(purpose)

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☐ Others

(specify)

☐ Wireless Network☐ LAN Cable Assembly/Installation☐ MS Teams Account☐ Documentum/Astrux System☐ Toss System☐ Firewall Policy

(Select Policy Level Number)

☐☐☐☐☐

Select from:

1

2

2A

3

3A

Reason for Application :

New/ Transfer Employee

Email : dana.argoncillo.ph@toyoflex.com

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:

IT MEMBER

2024-01-03 1:40 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: RUSHKY ESTRERA		Checked by: REY DAGATAN		Approved by: AMADITO ORTIZANO	2 YEARS