

# IT Installation/ Repair Request Form

Date of Request

2023-02-06

2023-02-06  
REINER REPOLIDON  
SIGNATURE

Prepared By:

2023-02-08  
HANS SANCHEZ  
SIGNATURE

Local Supervisor/Manager

2023-02-08  
KOHJI SUGIMOTO  
SIGNATURE

Japanese Department Manager

Name of User RAYMUND DE LA CERNA

I.D No. 011435

PC Name/No: TFXC0897

Div/Dep't: WIRE ROPE / STRANDING

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 TFJ-S15-G030 form</small>	<input type="checkbox"/> System Registration and Job Request
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## (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 checked="" type="checkbox"/> SAP   | <input type="checkbox"/> Toss System                     |
| <br>  |  |
| <input type="checkbox"/> Change of PC User<br>previous user/I.D No.: _____ current user/I.D No.: _____  |  |
| <input checked="" type="checkbox"/> File Server Drive<br>(specify) <u>INVENTORY FOLDER</u><br><u>IMPORT INVOICE FOLDER</u><br><u>P.O REQUEST FOLDER</u> | (purpose) <u>MATERIAL PLANNER</u>                        |
| <br>  |  |
| <input type="checkbox"/> Transfer of PC<br>from dep't _____ to dep't _____  |  |
| <br>  |  |
| <input type="checkbox"/> Software<br>(specify) _____ (purpose) _____  |  |
| <br>  |  |
| <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: Reiner Repolidon 2023-02-08  
IT MEMBER Date and Time of Execution

Related Document: TCF-G007

Document No.	TCF-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	