# IT Installation/ Repair Request Form

| | Date of Request |
| | 2023-06-21 |

| MARICEL V. CENIBAL SIGNATURE | ELVIE I. TUNDAG SIGNATURE | for T. Morita SIGNATURE |
|---|---|---|
| Prepared By: | Local Supervisor/Manager | Japanese Department Manager |

Name of User: Jesieca Lauron (Jean Casquejo)

I.D No. 0010676 (012120)

PC Name/No: TFXC0277

Div/Dep't: T-ASSY PACKING

Position:

| 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          ☐ 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.: TFXC0277/ 0010676     current user/I.D No.: JEAN CASQUEJO/ 012120

☐ 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)* ( 2A )    Select from 1, 2, 2A, 3, 3A

     *Reason for Application*   Change PC User name since the assigned personnel was transferred to

     Medical Factory. PC use for checking Packing process picture.

     *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:* Rush Esmera   IT MEMBER | 2023-06-23   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 |