

IT Installation/ Repair Request Form

Date of Request
2023-05-15

2023-05-15
Signature
Prepared By:

2023-05-15
Signature
Local Supervisor/Manager

2023-05-15
Signature
KENGO KITAGAWA
Japanese Department Manager

Name of User Richelle Bianca Imperial

I.D No. 11299

PC Name/No: TFXC 0632

Div/Dept: Production Engineering - Process/Quality

Position: Associate Production Engineer

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 TFI-S15-Q030 form</small>	<input checked="" type="checkbox"/> System Registration and Job Request
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(Systems Registration and Job Requests)

- | | |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Cybozu/Garoon | <input checked="" 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 type="checkbox"/> SAP | <input type="checkbox"/> Toss System |
| <input type="checkbox"/> Change of PC User
previous user/I.D No.: _____ current user/I.D No.: _____ | |
| <input type="checkbox"/> File Server Drive
(specify) _____ (purpose) _____ | |
| <input type="checkbox"/> Transfer of PC
from dept' _____ to dept' _____ | |
| <input type="checkbox"/> Software
(specify) _____ (purpose) _____ | |
| <input type="checkbox"/> Others (specify) _____ | |

☒ Firewall Policy

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

Reason for Application For research purposes especially on improvement and investigation related to product and process technical information

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: Rushky J. Estrella
IT MEMBER

2023-05-16 8:38 AM
Date and Time of Execution

Related Document: TCT-G007

Document No.	TCT-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	