

# IT Installation/ Repair Request Form

Date of Request

2022-08-03

SIGNATURE

Local Supervisor/Manager

SIGNATURE

Japanese Department Manager

Name: Lovely Mae M. Baguib

I.D No. 011930

PC Name/No: TF-00477

Div/Dep't: HR

Type of Installation

☐ (Entry)  
(For Install)

☐ (Exit)  
(For Deletion)

☐ R-Pics System

☐ Cybozu/Garoon

☒ E-Mail

☐ Active Directory

☐ Siam System

☐ Data Surfing

☐ Change of PC User

previous user/I.D No.:

011074

current user/I.D No.:

011930

☐ File Server Drive

(specify)

(purpose)

☒ Transfer of PC

from dep't

HR - TI

to dep't

HR - Lovely Mae

☐ Software

(specify)

(purpose)

☐ Others

(specify)

☐ Firewall Policy

(Select Policy Level Number) (2)

Select from 1, 2, 3, 4

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:

SUSETTE SURBANO  
IT MEMBER

2022-08-04

Date and Time of Execution

Document No.	TCF-G022	Ver.	3	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2021-04-15	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	