

## IT Installation/ Repair Request Form

Record Control NO. : G-IRF-249136-12024-08-03

Date of Request

2024-08-03  
J.P. SANTIAGO  
NAME & SIGNATURE

Prepared By:

2024-08-03  
R. DEL MAR  
NAME & SIGNATURE

Local Supervisor/Manager

2024-08-03  
[Signature]  
NAME & SIGNATURE

Japanese Department Manager

Name of User: COGAY, RICHELLI.D No.: 12059PC Name/No: TFXC0990Div/Dep't: MPRO / PR/ BT COREPosition: LEADER

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 TCF-G084 form</small>	<input type="checkbox"/> System Registration and Job Request
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## (Systems Registration and Job Requests)

☐ Cybozu/Garoon☐ Wireless Network☐ E-Mail☐ LAN Cable Assembly/Installation☐ Domain ID☒ MS Teams Account Note:☐ PC Reset/Reformat☐ Documentum/Astrux System☐ SAP☐ Toss System☐ Change of PC User  
previous user/I.D No.: N/A current user/I.D No.: 

☒ File Server Drive  
(specify) ORDER SHEETS FOR APPROVAL (purpose) FOR SHIPMENT RELATED

☐ Transfer of PC  
from dep't N/A to dep't N/A☐ Software  
(specify) N/A (purpose) N/A☒ Others (specify) ORDER SHEETS FOR APPROVAL (FOR SHIPMENT RELATED)☐ Firewall Policy

(Select Policy Level Number)

Select from:

☐ 1☐ 2☐ 2A☐ 3☐ 3AReason for Application : USE SHIPMENT TRANSACTIONS

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 Estrera  
IT MEMBER2024-08-17

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:	Checked by:	Approved by:	2 YEARS
		RUSHKY ESTRERA	REY DAGATAN	AMADITO ORTIZANO	