


# IT Installation/ Repair Request Form

Date of Request  
2022-05-17

  
J. Solabar  
Local Supervisor/Manager

  
RYUSUKE SATO  
Japanese Department Manager

Name: Dagohoy, Francis  
I.D No. 009210  
PC Name/No: TFXC0399  
Div/Dep't: Plastic Molding

Type of Installation ☐ (Entry) ☐ (Exit)  
(For Install) (For Deletion)

- ☐ R-Pics System ☐ Wireless Network  
☐ Cybozu/Garoon ☐ LAN Cable Assembly/Installation  
☐ E-Mail ☐ PC Reformat  
☐ Active Directory ☐ Documentum/Astrux System  
☐ Siam System ☐ Toss System  
☐ Data Surfing ☐ SAP  
☐ Change of PC User  
previous user/I.D No.: \_\_\_\_\_ current user/I.D No.: \_\_\_\_\_  
☐ File Server Drive  
(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_  
☐ Transfer of PC  
from dep't \_\_\_\_\_ to dep't \_\_\_\_\_  
☐ Software  
(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_  
☐ Others (specify) MS TEAMS APPLICATION  
☐ Firewall Policy  
(Select Policy Level Number) ( ) Select from 1, 2, 3, 4

Reason for Application : For SAP communication and meetings

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: Francis Dagohoy 2022-05-18  
IT MEMBER 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	