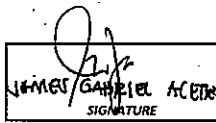


IT Installation/ Repair Request Form

Date of Request

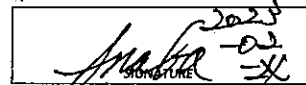
2023-02-24


JAMES GABRIEL ACEBES
SIGNATURE

Prepared By:


Local Supervisor/Manager

Local Supervisor/Manager


Japanese Department Manager

Japanese Department Manager

Name of User James Gabriel Acebes

I.D No. 11688

PC Name/No: TFX0922

Div/Dep't: PE-INFRA

Position:

| | | | |
|-----------------------------------|--|--|--|
| 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-G030 form</small> | <input type="checkbox"/> 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.: _____ current user/I.D No.: _____
- ☐ 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) (9)

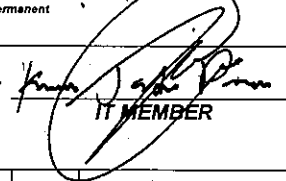
Select from 1, 2, 2A, 3, 3A

Reason for Application To be able to access internet, to be able to search in the internet the machine parts to be needed

during repair and also to able to search in the internet about troubleshooting during problems occur in the machine.

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: 
IT MEMBER

2023-02-24 1:56 PM
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 |