

IT Installation/ Repair Request Form

Record Control NO. : G-IRF-249192-1

2024-09-03

Date of Request

JULIE ANN RODRIGO
NAME & SIGNATURE

Prepared By:

AYMIE TORRES
NAME & SIGNATURE

Local Supervisor/Manager

KENGO KITAGAWA
NAME & SIGNATURE

Japanese Department Manager

Name of User: FEL ELLEN GRACE B. ALMAGRO

I.D No.: 12632

PC Name/No.: TFXC1001 (TFC 0523)

Div/Dep't: PROCESS ENGINEERING - APS

Position: ASSOCIATE 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 TCF-G084 form</small> | <input checked="" 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.: TFC12528 current user/I.D No.: TFC12632
RISK MANAGEMENT FMEA
DDC
QMS COMMON; EMS COMMON
APS IMPROVEMENT & YIELDS EFFICIENCY
PRODUCTION ENGINEERING
- ☒ File Server Drive (specify) DDCTM (purpose) FOR DOCUMENTATION AND DATA TRACEABILITY
- ☐ Transfer of PC
from dep't _____ to dep't _____
- ☐ Software (specify) _____ (purpose) _____
- ☐ Others (specify) _____

☐ Firewall Policy

(Select Policy Level Number)

Select from: ☐ 1 ☐ 2 ☐ 2A ☒ 3 ☐ 3A

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:

IT-MEMBER

2024-09-13
Date and Time of Execution

Related Document: TCF-007 & TCF-G084

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|------------------|------------|--------------|----------------|---------------------------|------------------|
| Document No. | TCF-G022 | Ver. | 5 | TOYOFLEX CEBU CORPORATION | Retention Period |
| Effectivity Date | 2023-07-24 | Prepared by: | RUSHKY ESTRERA | Checked by: | REY DAGATAN |
| | | | | Approved by: | AMADITO ORTIZANO |
| | | | | | 2 YEARS |