

# IT Installation/ Repair Request Form

Date of Request

2022-05-16

  
J. Larovis  
SIGNATURE  
Local Supervisor/Manager

  
S. Nishimura  
SIGNATURE  
2022.5.16  
Japanese Department Manager

Name: RETICHE H. HATAMOSA

I.D No. 8881

PC Name/No: TFXC0686

Div/Dep't: CARPARTS/PWR

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.: \_\_\_\_\_ 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
- ☐ Firewall Policy  
(Select Policy Level Number) ( ) Select from 1, 2, 3, 4

Reason for Application USE FOR SAP

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:  2022-05-17  
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	