

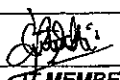


## IT Installation/ Repair Request Form

				Date of Request 2022-07-08	
				<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">               ELVIE I. TUNDAG              SIGNATURE              Local Supervisor/Manager           </div> <div style="text-align: center;">               Y. MATSUNAGA              SIGNATURE              Japanese Department Manager           </div> </div>	
Name: <u>AIZA M. BUAL</u>					
I.D No. <u>011828</u>					
PC Name/No: <u>TF+00929</u>					
Div/Dep't: <u>PRODUCTION - T-ASSY</u>					
<div style="display: flex; justify-content: space-between;"> <div>Type of Installation</div> <div> <input type="checkbox"/> (Entry) (For Install)           <input type="checkbox"/> (Exit) (For Deletion)         </div> </div>					
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> R-Pics System  <input type="checkbox"/> Cybozu/Garoon  <input checked="" type="checkbox"/> E-Mail  <input type="checkbox"/> Active Directory  <input type="checkbox"/> Siam System  <input type="checkbox"/> Data Surfing  <input type="checkbox"/> Change of PC User                previous user/I.D No.: _____ current user/I.D No.: _____  <input checked="" type="checkbox"/> File Server Drive                (specify) <u>T-ASSY</u> (purpose) _____  <input type="checkbox"/> Transfer of PC                from dep't _____ to dep't _____  <input type="checkbox"/> Software                (specify) _____ (purpose) _____  <input checked="" type="checkbox"/> Others (specify) <u>NEW LAPTOP</u>  <input type="checkbox"/> Firewall Policy                (Select Policy Level Number) (2) Select from 1, 2, 3, 4            Reason for Application <u>New Employee</u>            _____            _____            Policy Validity Period    Date From (yyyy/mm/dd)    Date To (yyyy/mm/dd)                _____    _____  <small>Note: Do not fill-up Validity Period if Permanent</small> </div> <div style="width: 50%;"> <input checked="" type="checkbox"/> Wireless Network  <input type="checkbox"/> LAN Cable Assembly/Installation  <input type="checkbox"/> PC Reformat  <input type="checkbox"/> Documentum/Astrux System  <input type="checkbox"/> Toss System  <input checked="" type="checkbox"/> SAP         </div> </div>					
Requests Performed by: <u></u> IT MEMBER				2022-07-08 Date and Time of Execution	
Document No.	TCF-G022	Ver.	3	TOYOFLEX CEBU CORPORATION	
Effectivity Date	2021-04-15	Prepared by:	Checked by:	Approved by:	Retention Period
		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	2 YEARS

NOTE: DOMAIN ALREADY CREATED