

IT Installation/ Repair Request Form

Date of Request

2023-04-24

2023-04-24
JULIE ANN RODRIGO
SIGNATURE

Prepared By:

2023-04-24
AYMOR REYES
SIGNATURE

Local Supervisor/Manager

2023-04-24
KENZO MATAGAWA
SIGNATURE

Japanese Department Manager

Name of User Lyra Faye Adlao

I.D No. 12341

PC Name/No: TFXC1091

Div/Dep't: PE

Position:

Select the purpose of Application	<input checked="" 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
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(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) • PRODUCTION ENGINEERING
• DDC (purpose) _____
• RISK MANAGEMENT FMEA
- ☐ Transfer of PC
from dep't _____ to dep't _____
- ☐ Software (specify) _____ (purpose) _____
- ☐ Others (specify) _____

- ☐ Firewall Policy
(Select Policy Level Number) (1) Select from 1, 2, 2A, 3, 3A

Reason for Application

Email: lyrafaye.adlao.ph@toyoflex.com

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

2023-05-09

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:	Checked by:	Approved by:	2 YEARS
		REY DAGATAN	AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	