

IT Installation/ Repair Request Form

Record Control NO. : G-1RF-2417-1

2024-07-18

Date of Request

2024-07-18
Denisa Monter
NAME & SIGNATURE
Prepared By:

2024-07-19 / 2024-07-19
Jennifer Solabar / Aldren Guizon
NAME & SIGNATURE
Local Supervisor/Manager

Masaaki Itsuka
NAME & SIGNATURE
Japanese Department Manager

Name of User: Christina Tampus

I.D No.: 007626

PC Name/No: TFXC0527

Div/Dep't: Plastic Molding

Position: Senior Leader

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
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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.: Kevin Angeles / 009488 TFXC0527 current user/I.D No.: Christina Tampus / 007626 / TFXC0527

File Server Drive

(specify) N/A (purpose) N/A

☐ Transfer of PC
from dep't N/A to dep't N/A☐ Software
(specify) N/A (purpose) N/A☐ Others (specify) N/A☐ Firewall Policy

(Select Policy Level Number)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Select from:	1	2	2A	3	3A

Reason for Application : N/A

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

2024-08-02
Date and Time of Execution

Related Document: TCT-007 & TCF-G084

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