

## IT Installation/ Repair Request Form

Record Control NO.: G-IRF-249123-1

2024-07-24

Date of Request

Fredelyn Borgador  
FREDELYN BORGADOR  
NAME & SIGNATURE

Prepared By:

MS. JELIA ANG DONG  
MS. JELIA ANG DONG  
NAME & SIGNATURE

Local Supervisor/Manager

MR. MASAHI G. SERRA  
MR. MASAHI G. SERRA  
NAME & SIGNATURE

Japanese Department Manager

Name of User: Fredelyn BorgadorI.D No.: 5743PC Name/No: TFXC0677Div/Dep't: PC Group / Material PlanningPosition: Junior Staff

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)

- |   |  |
|---|--|
| <input type="checkbox"/> Cybozu/Garoon  | <input type="checkbox"/> Wireless Network                |
| <input type="checkbox"/> E-Mail   | <input type="checkbox"/> LAN Cable Assembly/Installation |
| <input type="checkbox"/> Domain ID  | <input type="checkbox"/> MS Teams Account                |
| <input type="checkbox"/> PC Reset/Reformat  | <input type="checkbox"/> Documentum/Astrux System        |
| <input type="checkbox"/> SAP  | <input type="checkbox"/> Toss System                     |
| <input type="checkbox"/> Change of PC User<br>previous user/I.D No.: _____ current user/I.D No.: _____  |  |
| <input checked="" type="checkbox"/> File Server Drive<br>(specify) <u>WIRE ROPE Server</u> (purpose) <u>Check data in Wire Rope server related in material planning</u> |  |
| <input type="checkbox"/> Transfer of PC<br>from dep't _____ to dep't _____  |  |
| <input type="checkbox"/> Software<br>(specify) _____ (purpose) _____  |  |
| <input type="checkbox"/> Others (specify) _____   |  |

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

Reason for Application : TRANSFER FROM ID/MU TO PC DEPARTMENT  
\_\_\_\_\_  
\_\_\_\_\_

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: Roderic D. Duterte 2024-07-25  
IT MEMBER Date Date and Time of Execution

Related Document: TCT-007 &amp; TCF-G084

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