

IT Installation/ Repair Request Form

Record Control NO. : G-184-23Y061-1

2023-11-06

Date of Request

2023-11-06
ROSELYN SOTES
NAME & SIGNATURE
Prepared By:

NAME & SIGNATURE
Local Supervisor/Manager

2023-11-14
NAME & SIGNATURE
Japanese Department Manager

Name of User: ROSELYN SOTES

I.D No.: 10995

PC Name/No: TFXC0595

Div/Dep't: QA/QC T-assy

Position: QA 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 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 checked="" 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 previous user/I.D No.: N/A	current user/I.D No.: N/A
<input type="checkbox"/> File Server Drive (specify) N/A	(purpose) N/A
<input type="checkbox"/> Transfer of PC from dep't N/A	to dep't N/A
<input type="checkbox"/> Software (specify) N/A	(purpose) N/A
<input checked="" type="checkbox"/> Others (specify) qa-tassy.ph@toyoflex.com	

☐ Firewall Policy

(Select Policy Level Number)

Select from: ☐ 1 ☐ 2 ☐ 2A ☐ 3 ☐ 3A

Reason for Application : Update email address based on the assigned area.

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:

REY DAGATAN

IT MEMBER

2023-11-15 9:36 AM

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:	Checked by:	Approved by:	2 YEARS
		RUSHKY ESTRERA	REY DAGATAN	AMADITO ORTIZANO	

Already Up/Load