

IT Installation/ Repair Request Form

Record Control NO.: CI-IRF-291020-12024-01-30

Date of Request

Done
apply to
Garoon2024-01-30
JULIE ANN RODRIGO
NAME & SIGNATURE

Prepared By:

2024-01-31
AYITA TORREC
NAME & SIGNATURE

Local Supervisor/Manager

2024-02-02
KENJI KITAGAWA
NAME & SIGNATURE

Japanese Department Manager

Name of User: Allen SanchezI.D No.: 005963 005263PC Name/No: TFXC0301Div/Dep't: PEPosition: Associate StaffSelect the purpose
of Application☐
For New PC Issuance Request☐
(For PC replacement request)

If you check here, attached the signed TCF-G084 form

☒
System Registration
and Job Request

(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.:

tfC 9850

current user/I.D No.:

tfC 5963 5263☒ File Server Drive

(specify)

PRODUCTION ENGINEERING
Risk Management FMEA

(purpose)

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☐ Others

(specify)

☐ Firewall Policy

(Select Policy Level Number)

☐☐☐☐☐

Select from:

1

2

2A

3

3A

Reason for Application :

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:

DIVORTE RODRIGUEZ JAMES
IT MEMBER2024-02-12

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