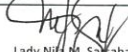


# IT Installation/ Repair Request Form

Date of Request  
2022-07-26

2022-7-28

  
Lady Nita M. Salsaba  
SIGNATURE  
Local Supervisor/Manager

  
Hiroyuki Matsunaga  
SIGNATURE  
Japanese Department Manager

OK

Name: Ybamie Ybanez

I.D No. 009655

PC Name/No: TFC9655

Div/Dep't: HR

Type of Installation ☐ (Entry) (Exit)  
(For Install) (For Deletion)

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☐ E-Mail
- ☐ Active Directory
- ☐ Siam System
- ☐ Data Surfing
- ☐ Change of PC User  
previous user/I.D No.: \_\_\_\_\_ current user/I.D No.: \_\_\_\_\_
- ☐ File Server Drive  
(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☐ Transfer of PC  
from dep't \_\_\_\_\_ to dep't \_\_\_\_\_
- ☐ Software  
(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☐ Others (specify) \_\_\_\_\_
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP

☒ Firewall Policy

(Select Policy Level Number) ( 3 ) Select from 1, 2, 3, 4

Reason for Application HR scope of work requires internet access especially for  
training references, job postings, government updates and work related references.

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: SUZETTE SURBANO  
IT MEMBER

2022-07-29  
Date and Time of Execution

|                  |            |                 |                              |                           |                  |
|------------------|------------|-----------------|------------------------------|---------------------------|------------------|
| Document No.     | TCF-G022   | Ver.            | 3                            | TOYOFLEX CEBU CORPORATION | Retention Period |
| Effectivity Date | 2021-04-15 | Prepared by:    | Checked by:                  | Approved by:              | 2 YEARS          |
|                  |            | SUZETTE SURBANO | REY DAGATAN/AMADITO ORTIZANO | TAKAFUMI MATSUNAGA        |                  |