

# IT Installation/ Repair Request Form

Date of Request

2022-07-26

  
Lady Nila M. Sarsaba  
SIGNATURE  
Local Supervisor/Manager

2022.7.28  
  
Hiroyuki Kazuma  
Takafumi Matsunaga  
SIGNATURE  
Japanese Department Manager

Name: Christine Jannel Duazo

I.D No. 11515

PC Name/No: TFC11515

Div/Dep't: HR

Type of Installation

☐ (Entry)  
(For Install) ☐ (Exit)  
(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: SUSETTE 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
		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	