

IT Installation/ Repair Request Form

Date of Request
2022-09-03

20220905
SIGNATURE
Local Supervisor/Manager

20220905
SIGNATURE
Japanese Department Manager

Name: Leizel Alburan
I.D No. 010082
PC Name/No: Acer Swift 3 / TFXC0564
Div/Dep't: QA Division

Type of Installation

☒ (Entry)
(For Install) ☐ (Exit)
(For Deletion)

- ☐ R-Pics System ☐ Wireless Network
☐ Cybozu/Garoon ☐ LAN Cable Assembly/Installation
☐ E-Mail ☐ PC Reformat
☐ Active Directory ☐ Documentum/Astrux System
☐ Siam System ☐ Toss System
☐ Data Surfing ☐ SAP
☐ 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) Enable the USB Ports in the Laptop

☐ Firewall Policy

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

Reason for Application To transfer photo's and video's during 3 weeks business trip
training at AIH (2022-09-11 ~ 2022-10-01)

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:

ORION HAKOLD
IT MEMBER

2022-09-06
Date and Time of Execution

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