

IT Installation/ Repair Request Form

Date of Request
2022-11-28

2022-11-28
Signature
Prepared By:

2022-11-28
Signature
Local Supervisor/Manager

2022-11-28
Signature
D. NAKAYAMA
Japanese Department Manager

Name of User Karen Genandoy

I.D No. 006012

PC Name/No: TFCX 0246

Div/Dep't: W/ DRAWING

Position:

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 TFI-S15-G030 form</small>	<input checked="" 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 checked="" 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 |

☒ Change of PC User
previous user/I.D No.: Reinerio Repolicio 009366 current user/I.D No.: Karen Genandoy 006012

☐ File Server Drive (specify) P.O request Importation Inventory Wire Rocr (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 RETAIN PREVIOUS ACCESS

Email: karen.genandoy-ph@toyoflex.com

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: SUSETHY FURBANO 2022-11-29
IT MEMBER Date and Time of Execution

Related Document: TCT-G007

Document No.	TCT-G022	Ver.	4	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2022-10-27	Prepared by:	REY DAGATAN	Checked by:	AMADITO ORTIZANO
				Approved by:	TAKAFUMI MATSUNAGA
					2 YEARS