

# IT Installation/ Repair Request Form

Date of Request

2022-07-06

  
DENNIS BERNALES  
SIGNATURE  
Local Supervisor/Manager

  
SIGNATURE  
Japanese Department Manager

Name: JOAN GLORIA

I.D No. 5799

PC Name/No: TFXC0062

Div/Dep't: QC-CARPARTS


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) CAIDS/CAST CHECKSHEET, CAIDS/CAIDS CAR PARTS (purpose) TO ACCESS THE CAIDS CPP SYSTEM
- ☐ Transfer of PC  
from dep't \_\_\_\_\_ to dep't \_\_\_\_\_
- ☐ Software (specify) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☐ Others (specify) \_\_\_\_\_
- ☐ Firewall Policy  
(Select Policy Level Number) ( ) Select from 1, 2, 3, 4

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:  IT MEMBER Date and Time of Execution 2022-07-07

|                  |            |                 |                              |                           |                  |
|------------------|------------|-----------------|------------------------------|---------------------------|------------------|
| 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        |                  |