

IT Installation/ Repair Request Form

Date of Request

2022-06-15

2022-06-15
Rajita Zurita
SIGNATURE
Local Supervisor/Manager

2022-06-15
Mr. Yuliji Inaba
SIGNATURE
Japanese Department Manager

Name: Rantess Mendoza

I.D No. 11433

PC Name/No: TFXC0711

Div/Dep't: Spring Coil

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.: Loren Apatan / 10614 current user/I.D No.: Rantess Mendoza / 11433

☒ File Server Drive

(specify) Import Invoices / Inventory / P.O request (purpose) Assign in requesting consumables and train in inventory

☐ Transfer of PC

from dep't to dep't

☐ Software

(specify) (purpose)

☒ Others

(specify) SAP go live for direct communication

☐ 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: SUSETTE SURBANO
IT MEMBER

2022-06-15
Date and Time of Execution

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