

IT Installation/ Repair Request Form

2019-10-14
(Date of Request)

2019-10-14
SIGNATURE
Local Supervisor/Manager

2019-10-15
SIGNATURE
Japanese Department Manager

Name: Jillian I. Brecasio

I.D No. 009487

PC Name/No: TFX C0189

Div/Dep't: Production Control Warehouse

Type of Installation	<input checked="" type="checkbox"/> (Entry) (For Install)	<input type="checkbox"/> (Exit) (For Deletion)
<input type="checkbox"/> R-Pics System		<input type="checkbox"/> Chat App/Messenger
<input type="checkbox"/> Cybozu/Garoon		<input type="checkbox"/> Wireless Network
<input checked="" type="checkbox"/> E-Mail		<input type="checkbox"/> LAN Cable Assembly/Installation
<input checked="" type="checkbox"/> Active Directory		<input type="checkbox"/> PC Reformat
<input type="checkbox"/> Slam System		<input type="checkbox"/> Documentum/Astrux System
<input type="checkbox"/> Data Surfing		<input type="checkbox"/> Toss System
<input type="checkbox"/> Change of PC User		<input type="checkbox"/> SAP
previous user/I.D No.: <u>006892</u>		current user/I.D No.: <u>009487</u>
<input checked="" type="checkbox"/> File Server Drive		
(specify) <u>Import</u>		(purpose) _____
<input type="checkbox"/> Transfer of PC		
from dep't _____		to dep't _____
<input type="checkbox"/> Software		
(specify) _____		(purpose) _____
<input type="checkbox"/> Others		
(pls. specify) _____		

Requests Performed by: Mette M. Rurando
IT Personnel

2019-10-14
Date

Document No.	TCF-G022	Ver.	2	Toyoflex Cebu Corporation		Retention Period
Effectivity Date	2018-03-19	Prepared by:	REY DAGATAN	Checked by:	AMADITO ORTIZANO	Approved by:
						TAKAFUMI MATSUNAGA
						2 years