

# IT Installation/ Repair Request Form

Record Control NO. :

2023-10-11

Date of Request

2023-10-11  
Roda Daño  
NAME & SIGNATURE  
Prepared By:

2023-10-11  
Bryan Arendain/Wisarut Manothus  
NAME & SIGNATURE  
Local Supervisor/Manager

2023.10.11  
Yasuhito Shoyama  
NAME & SIGNATURE  
Japanese Department Manager

Name of User: Romel Omane

I.D No.: 9965 9865

PC Name/No: TFXC1067

Div/Dep't: M-PRO/CORE

Position: Assistant Supervisor

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 TCF-G084 form</small>	<input checked="" type="checkbox"/> System Registration and Job Request
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## (Systems Registration and Job Requests)

- ☐ Cybozu/Garoon ☐ Wireless Network
- ☐ E-Mail ☐ LAN Cable Assembly/Installation
- ☐ Domain ID ☐ MS Teams Account
- ☐ PC Reset/Reformat ☐ Documentum/Astrux System
- ☐ SAP ☐ Toss System
- ☐ 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) To Access TCD Server ( QMS Common Server, EMS Common Server, PE Server, QA-QC DCC Folder, Knowledge and Skill Record)

## ☐ Firewall Policy

(Select Policy Level Number)

Select from: ☐ 1 ☐ 2 ☐ 2A ☐ 3 ☐ 3A

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:

SUSANA CURDANO  
IT MEMBER

2023-10-12/11:00PM  
Date and Time of Execution

Related Document: TCF-007 & TCF-G084

Document No.	TCF-G022	Ver.	5	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2023-07-24	Prepared by:	Checked by:	Approved by:	2 YEARS
		RUSHKY ESTRERA	REY DAGATAN	AMADITO ORTIZANO	