

IT Installation/ Repair Request Form

Date of Request
2022-06-03

NOEL CAPAO
SIGNATURE
Local Supervisor/Manager

SIGNATURE
Japanese Department Manager

Name: NOEL CAPAO (FOR COMMON PC)
I.D No. 007926
PC Name/No:
Div/Dep't: PC / Common

Type of Installation ☒ (Entry) (For Install) ☐ (Exit) (For Deletion)

- ☐ R-Pics System ☒ Wireless Network
- ☐ Cybozu/Garoon ☐ LAN Cable Assembly/Installation
- ☐ E-Mail ☐ PC Reformat
- ☐ Active Directory ☐ Documentum/Astrux System
- ☐ Siam System ☒ Toss System
- ☐ Data Surfing ☒ SAP
- ☐ Change of PC User
previous user/I.D No.: current user/I.D No.:
- ☒ File Server Drive
(specify) 172.16.81.205 / 172.16.81.210 (purpose) access PC files server
- ☐ Transfer of PC
from dep't to dep't
- ☐ Software
(specify) (purpose)
- ☐ Others (specify)

☒ Firewall Policy
(Select Policy Level Number) (2) Select from 1, 2, 3, 4

Reason for Application for RPA applied for picking/ packing encoding that will automatically link to SAP system.

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 2022-06-03

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	