

## IT Installation/ Repair Request Form

Record Control NO. : G-IRF-215071-1

2024-05-02

Date of Request

MAY 2024-05-02  
MARICEL M. CENIBAL  
NAME & SIGNATURE  
Prepared By:

2024-05-02  
JULIANE M. S. CONIENDA  
NAME & SIGNATURE  
Local Supervisor/Manager

2024-05-02  
NAME & SIGNATURE  
Japanese Department Manager

Name of User: Chilame Arsula

I.D No.: 8734

PC Name/No: TFXC0256 / change to temporary Laptop

Div/Dep't: T-ASSY PACKING

Position: PROD. OPERATOR

|                                   |                                                      |                                                                                                                                         |                                                              |
|-----------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Select the purpose of Application | <input type="checkbox"/> For New PC Issuance Request | <input checked="" type="checkbox"/> (For PC replacement request)<br><small>If you check here, attached the signed TCF-G084 form</small> | <input type="checkbox"/> System Registration and Job Request |
|-----------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|

## (Systems Registration and Job Requests)

- |                                                                                                        |                                                          |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Cybozu/Garoon                                                                 | <input type="checkbox"/> Wireless Network                |
| <input type="checkbox"/> E-Mail                                                                        | <input type="checkbox"/> LAN Cable Assembly/Installation |
| <input type="checkbox"/> Domain ID                                                                     | <input type="checkbox"/> MS Teams Account                |
| <input type="checkbox"/> PC Reset/Reformat                                                             | <input type="checkbox"/> Documentum/Astrux System        |
| <input type="checkbox"/> SAP                                                                           | <input type="checkbox"/> Toss System                     |
| <input type="checkbox"/> Change of PC User<br>previous user/I.D No.: _____ current user/I.D No.: _____ |                                                          |
| <input type="checkbox"/> File Server Drive<br>(specify) _____ (purpose) _____                          |                                                          |
| <input type="checkbox"/> Transfer of PC<br>from dep't _____ to dep't _____                             |                                                          |
| <input type="checkbox"/> Software<br>(specify) _____ (purpose) _____                                   |                                                          |
| <input checked="" type="checkbox"/> Others (specify) <u>PC replacement</u>                             |                                                          |

☐ Firewall Policy

(Select Policy Level Number)

|                          |                          |                          |                          |                          |    |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |    |
| Select from:             | 1                        | 2                        | 2A                       | 3                        | 3A |

Reason for Application : See attached recommendation

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:

Dorelle Rodel Jamel  
IT MEMBER

2024-05-8

Date and Time of Execution

Related Document: TCT-007 &amp; 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 |                  |

# COMPUTER ASSESSMENT & RECOMMENDATION FORM

I.T. DEPARTMENT

DIVISION: T-ASSY PACKING  
DEPARTMENT: T-ASSY PACKING  
PC NO. TFXC0256  
NAME OF USER: CHILAME M. ARSULA  
ID NO. 008734

DATE: 2024-04-17

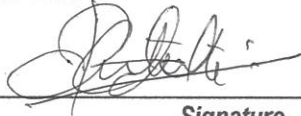
Unit Type: ☐ Laptop ☒ Desktop  
mini desktop

CURRENT STATUS: TFXC0256 mini desktop computer will NO LONGER HOLDS ANY WINDOW 10 Firmware updates. IF the computer will automatically update New firmware it will causing damaged to the whole Bios system, The computer will no longer Boot the OS and pop up blue screen.

RECOMMENDATIONS: We will replace temporary spare Laptop so that the user will continue to work.

Jansulag 2024-04-17  
Signature of User/ Date

CHECKED BY:



Signature

NAME: Rodel James Duterte  
POSITION: ☐ IT STAFF ☒ IT TECHNICIAN  
DATE: 2024-04-17

VERIFIED BY:



Signature

NAME: REY B. DAGATAN  
POSITION: IT SUPERVISOR  
DATE: 2024-04-17

|                  |              |              |                      |                           |                  |
|------------------|--------------|--------------|----------------------|---------------------------|------------------|
| Document No.     | TFJ-S15-G030 | Ver.         | 2                    | TOYOFLEX CEBU CORPORATION | Retention Period |
| Effectivity Date | 2023-06-30   | Prepared by: | ORVEINE PAUL ALMAGRO | Checked by:               | REY DAGATAN      |
|                  |              |              |                      | Approved by:              | AMADITO ORTIZANO |
|                  |              |              |                      |                           | 5 YEARS          |