

IT Installation/ Repair Request Form

Date of Request
2022-10-03

2022-10-03
JANET DINULONG
SIGNATURE
Local Supervisor/Manager

2022-10-03
YASUHIRO SHOKAMA
SIGNATURE
Japanese Department Manager

Name: CHARLOU ALBARANDO (STAFF)

I.D No. 012028

PC Name/No: TFXC 0988 - new

Div/Dep't: M-PRO / M-PRO

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.:

current user/I.D No.:

☐ File Server Drive

(specify)

(purpose)

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☐ Others

(specify)

☐ Firewall Policy

(Select Policy Level Number) ()

Select from 1, 2, 3, 4

Reason for Application

Application for new Staff in M-PRO / M-PRO.

N/A

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:

Charlou Albarando
IT MEMBER

2022-10-03 6:59 PM
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