

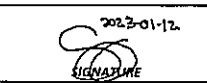
# IT Installation/ Repair Request Form

Date of Request

2023-01-11

  
A. ZARMELOTES  
SIGNATURE

Prepared By:

  
2023-01-12  
SIGNATURE

Local Supervisor/Manager

  
2023-01-12  
SIGNATURE

Japanese Department Manager

Name of User: Dyana Rose Petalino

I.D No. 11935

PC Name/No: TFX0370

Div/Dep't: PE/PROCESS

Position: Worker

Select the purpose of Application

☐ For New PC Issuance Request

☐ (For PC replacement request)

☐ System Registration and Job Request

If you check here, attached the signed TFJ-S15-G030 form

## (Systems Registration and Job Requests)

☐ Cybozu/Garoon

☐ Wireless Network

☒ E-Mail (peprocess.ptce2.ph@toyoflex.com)

☐ 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.: Johanna Whil Guisadio / 10117 current user/I.D No.: Dyana Rose Petalino / 11935

☐ 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) ( 2 ) Select from 1, 2, 2A, 3, 3A

Reason for Application For documentation purposes only.

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

2023-01-12

Date and Time of Execution

Related Document: TCT-G007

Document No.	TCF-G022	Ver.	4	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2022-10-27	Prepared by:	Checked by:	Approved by:	2 YEARS
		REY DAGATAN	AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	