

# IT Installation/ Repair Request Form

Date of Request  
2022-09-15

*Hans Sanchez* mm-09-15  
**HANS SANCHEZ**  
SIGNATURE  
Local Supervisor/Manager

*Kouji Sugimoto*  
**Kouji Sugimoto**  
SIGNATURE  
Japanese Department Manager

Name: MICHELLE PENEKITOS

I.D No. 11779

PC Name/No: TFXC0928 (TF-H0075)

Div/Dep't: WIRE ROPE - STRANDING

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) INSTALL MS TEAMS
- ☐ Firewall Policy  
(Select Policy Level Number) ( 2 ) Select from 1, 2, 3, 4

Reason for Application FOR SAP RELATED

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: MILES VINCENT ARANAS  
IT MEMBER

2022-09-15  
Date and Time of Execution

Document No.	TCF-G022	Ver.	3	TOYOFLEX CEBU CORPORATION	Retention Period
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		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	