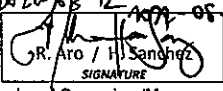
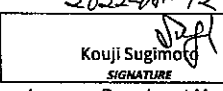


IT Installation/ Repair Request Form

Date of Request
2022-08-11

2022-08-12

 R. Aro / H. Sanchez
 SIGNATURE
 Local Supervisor/Manager

2022-08-12

 Kouji Sugimoto
 SIGNATURE
 Japanese Department Manager

Name: Maiza DelimaI.D No. 011927PC Name/No: TP-0936 N/A TP-0936Div/Dep't: WR-Stranding

Type of Installation	<input checked="" type="checkbox"/> (Entry) (For Install)	<input type="checkbox"/> (Exit) (For Deletion)
<input type="checkbox"/> R-Pics System		<input type="checkbox"/> Chat App/Messenger
<input type="checkbox"/> Cybozu/Garoon		<input type="checkbox"/> Wireless Network
<input checked="" type="checkbox"/> E-Mail		<input checked="" type="checkbox"/> LAN Cable Assembly/Installation
<input type="checkbox"/> Active Directory		<input type="checkbox"/> PC Reformat
<input type="checkbox"/> Siam System		<input type="checkbox"/> Documentum/Astrux System
<input type="checkbox"/> Data Surfing		<input type="checkbox"/> Toss System
<input type="checkbox"/> Change of PC User previous user/I.D No.: _____		<input checked="" type="checkbox"/> SAP current user/I.D No.: _____
<input type="checkbox"/> File Server Drive (specify) _____		(purpose) _____
<input type="checkbox"/> Transfer of PC from dep't _____		to dep't _____
<input type="checkbox"/> Software (specify) _____		(purpose) _____
<input checked="" type="checkbox"/> Others (pls. specify) _____		Laptop issuance to new personnel (intended for SAP) Email: <u>maiza.delima.ph@toyoflex.com</u>

Requests Performed by: Rushky Estera (OST-IT)
IT Personnel2022-08-20
Date

Document No.	TCF-G022	Ver.	2	Toyoflex Cebu Corporation			Retention Period
Effectivity Date	2018-03-19	Prepared by: REY DAGATAN		Checked by: AMADITO ORTIZANO		Approved by: TAKAFUMI MATSUNAGA	2 years