

# IT Installation/ Repair Request Form

Date of Request

2022-05-17

2022-05-17  
SIGNATURE  
Local Supervisor/Manager

2022-05-17  
SIGNATURE  
Japanese Department Manager

Name: Jason C. Corros

I.D No. 11602

PC Name/No.: TFXC0599

Div/Dep't: PE / PE

Type of Installation

(Entry)

(Exit)

(For Install)

(For Deletion)

☐ R-Pics System

☐ Cybozu/Garoon

☒ E-Mail jason.corros.ph@toyoflex.com

☐ Active Directory

☐ Siam System

☐ Data Surfing

☒ Change of PC User

previous user/I.D No.: Mica Glendher Boniel 11023 current user/I.D No.: Jason C. Corros 11602

☒ File Server Drive

(specify) MEDICAL GROUP & MEDICAL FACTORY (purpose) TO VIEW AND SAVE FILES

☐ 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 New Personnel

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

2022-05-26 11:00AM

Date and Time of Execution

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					TAKAFUMI MATSUNAGA	2 YEARS