

IT Installation/ Repair Request Form

Date of Request
2022-07-04

2022-07-05
SIGNATURE
Local Supervisor/Manager

2022-07-05
SIGNATURE
Japanese Department Manager

Name: JOSHUA GAMBE

I.D No. 11801

PC Name/No: TFXC0951

Div/Dep't: PE / PROCESS

Type of Installation (Entry) (Exit)
(For Install) (For Deletion)

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☒ E-Mail *joshua.gambe-ph@toyoflex.com*
reald:puquishph@toyoflex.com
July 6 2022-07-05
- ☐ 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) MS TEAMS
- ☐ Firewall Policy
(Select Policy Level Number) () Select from 1, 2, 3, 4

- ☒ Wireless Network
- ☒ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP

Reason for Application For documentation and transaction purposes

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: *ARIPI SUKARN* 2022-09-06
IT MEMBER Date and Time of Execution 2022-09-06 10:10 AM

Document No.	TCF-G022	Ver.	3	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2021-04-15	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	