

IT Installation/ Repair Request Form

Record Control NO. : G-IRF-243040-1

2024-03-26

Date of Request

Dene

[Signature]
LENDZY MONDEJAR
NAME & SIGNATURE

Prepared By:

[Signature]
ARLAN ALONSA
NAME & SIGNATURE

Local Supervisor/Manager

[Signature]
NAME & SIGNATURE

Japanese Department Manager

Name of User: Christian Faith ParasI.D No.: TFC 12522PC Name/No: TFX-3 TFXC0321Div/Dep't: QAPosition: StaffSelect the purpose
of Application☐ For New PC Issuance Request☐ (For PC replacement request)

If you check here, attached the signed TCF-G084 form

☒ System Registration
and Job Request

(Systems Registration and Job Requests)

☐ Cybozu/Garoon☐ Wireless Network☐ E-Mail☐ 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.:

current user/I.D No.:

☐ File Server Drive
(specify)

(purpose)

☐ Transfer of PC
from dep't

to dep't

☐ Software
(specify)

(purpose)

☒ Others (specify) Software uninstall☐ Firewall Policy

(Select Policy Level Number)

Select from:

☐☐☐☐☐

1

2

2A

3

3A

Reason for Application :

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:

[Signature]
RODEL JAMES DUTERA
IT MEMBER

Date and Time of Execution

2024-04-09

Related Document: TCT-007 & TCF-G084

Document No.	TCF-G022	Ver.	5	TOYOFLEX CEBU CORPORATION			Retention Period
Effectivity Date	2023-07-24	Prepared by: RUSHKY ESTRERA		Checked by: REY DAGATAN		Approved by: AMADITO ORTIZANO	2 YEARS