

IT Installation/ Repair Request Form

Date of Request

2022-11-16

2022-11-16
JANICE C. NEUSANA
SIGNATURE

Prepared By:

2022-11-16
P. ROMANOS
SIGNATURE

Local Supervisor/Manager

2022-11-16
YUJINAGA
SIGNATURE

Japanese Department Manager

Name of User Janice C. Neusana

I.D No. 12014

PC Name/No: TFXC0708

Div/Dep't: PE - PMO

Position:

| | | | |
|-----------------------------------|--|---|---|
| Select the purpose of Application | <input type="checkbox"/> For New PC Issuance Request | <input type="checkbox"/> (For PC replacement request) | <input checked="" type="checkbox"/> 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.: Nikko Frabon 8579 current user/I.D No.: JANICE NEUSANA 12014
- ☐ File Server Drive (specify) \\svt4x\SOI\PRODUCTION ENGINEERING 1122-16-21-206\pmo (purpose) PMO Activities Storage
- ☐ Transfer of PC
from dep't _____ to dep't _____
- ☐ Software (specify) _____ (purpose) _____
- ☐ Others (specify) _____

☐ Firewall Policy

(Select Policy Level Number) (1) Select from 1, 2, 2A, 3, 3A

Reason for Application

Email: janice.neusana.ph@toyoflex.com

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:

Knowin Pade Pawan
IT MEMBER

2022-11-19

Date and Time of Execution

Related Document: TCT-G007

| | | | | | |
|------------------|------------|--------------|--------------------|---------------------------|------------------|
| Document No. | TCF-G022 | Ver. | 4 | TOYOFLEX CEBU CORPORATION | Retention Period |
| Effectivity Date | 2022-10-27 | Prepared by: | REY DAGATAN | Checked by: | AMADITO ORTIZANO |
| | | Approved by: | TAKAFUMI MATSUNAGA | | 2 YEARS |