

IT Installation/ Repair Request Form

Record Control NO.: CI-IRF-245066-1

2024-01-29

Date of Request

Julie Ann Rodrigo
NAME & SIGNATURE
Prepared By:

Aymie Estrera
NAME & SIGNATURE
Local Supervisor/Manager

Kenji Kitagawa
NAME & SIGNATURE
Japanese Department Manager

Name of User: Ma. Florida TampusI.D No.: 008685PC Name/No: TFXC0567Div/Dep't: PEPosition: Worker I [SDC]

Select the purpose of Application	<input type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TCF-G084 form</small>	<input checked="" type="checkbox"/> System Registration and Job Request
-----------------------------------	--	--	---

(Systems Registration and Job Requests)

- ☐ Cybozu/Garoon ☒ Wireless Network
- ☒ E-Mail (Display Name only) pe.sdc.ph@toyoflex.com ☐ 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.: tfc9080 current user/I.D No.: tfc8685
- ☒ File Server Drive
(specify) PRODUCTION ENGINEERING, Risk Management FMEA, DOCSTM, DDC, Knowledge and Skill Record, CompetenceRecord, QMS Common, EMS Common (purpose) data monitoring and management
- ☐ Transfer of PC
from dep't _____ to dep't _____
- ☐ Software
(specify) _____ (purpose) _____
- ☐ Others (specify) _____

Firewall Policy

(Select Policy Level Number)

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Select from:	1	2	2A	3	3A

Reason for Application : _____

TFCCEDNPE.SDC

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

2024-01-22 8:10 am

Date and Time of Execution

Related Document: TCT-007 & TCF-G084

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