

IT Installation/ Repair Request Form

Date of Request

2022-05-31

2022-05-31
SIGNATURE
Local Supervisor/Manager

2022-06-02
SIGNATURE
Japanese Department Manager

Name: EXCELSIS VONN DUQUEZ

I.D No. 9357

PC Name/No: 2022-09-14 TFXC0972

Div/Dep't: PE / PROCESS

Type of Installation

☒ (Entry) (For Install) ☐ (Exit) (For Deletion)

☐ R-Plcs System

☐ Cybozu/Garoon

☒ E-Mail

☐ 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

Reason for Application _____

Change of PC due to malfunction of monitor

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: ARIX MARTIN
IT MEMBER Date and Time of Execution 2022-09-20 4:00PM

| | | | | | |
|------------------|------------|-----------------|------------------------------|---------------------------|------------------|
| 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 | |