

## IT Installation/ Repair Request Form

Record Control NO. : G-1RF-2920261

2024-02-13

Date of Request

Stamp  
MARIE CRIST L. GAGO  
NAME & SIGNATURE  
Prepared By:

Stamp  
LOUIE ESTAMPA  
NAME & SIGNATURE  
Local Supervisor/Manager

Stamp  
DAISUKE NAKAYAMA  
NAME & SIGNATURE  
Japanese Department Manager

Stamp  
Name

Name of User: MARIE CRIST L. GAGOI.D No.: 006898PC Name/No.: TFXC 0857Div/Dep't: HR- SUPPORT GROUPPosition: SAP- ENCOUVER

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 type="checkbox"/> System Registration and Job Request
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## (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.: TFXC 0857 current user/I.D No.: TFXC 0897
- ☐ File Server Drive  
(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☐ Transfer of PC  
from dep't \_\_\_\_\_ to dep't \_\_\_\_\_
- ☐ Software  
(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☒ Others (specify) \_\_\_\_\_

☐ 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: \_\_\_\_\_

IT MEMBER

2024-02-13

Date and Time of Execution

Related Document: TCT-007 &amp; 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		