

IT Installation/ Repair Request Form

Record Control NO. : G-IRF-21001-1

2024-01-05

Date of Request

I. Lacuña
NAME & SIGNATURE
Prepared By:

ARLAN ALONSABE
NAME & SIGNATURE
Local Supervisor/Manager

Japanese Department Manager
NAME & SIGNATURE
Japanese Department Manager

OK

Name of User: LIAN HOPE DEGAMO

I.D No.: 12200

PC Name/No: TFXC0814

Div/Dep't: QA-DCC

Position: DCC WORKER

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.: QA Documentum current user/I.D No.: 12200
- ☐ File Server Drive
(specify) _____ (purpose) _____
- ☐ Transfer of PC
from dep't _____ to dep't _____
- ☐ Software
(specify) _____ (purpose) _____
- ☒ Others (specify) change user (QA Documentum)

☐ Firewall Policy

(Select Policy Level Number)

Select from: ☒ 1 ☐ 2 ☐ 2A ☐ 3 ☐ 3A

Reason for Application : Currently no windows log-in. for Documentum / Webtop user access.

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

2024-01-06 9:15

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:	RUSHKY ESTRERA	Checked by:	REY DAGATAN	Approved by:
					AMADITO ORTIZANO	2 YEARS