

IT Installation/ Repair Request Form

Record Control NO.: G-RF-248101-1

2024-07-17

Date of Request

2024-07-17
LEONZON MONDEJAR
NAME & SIGNATURE

Prepared By:

2024-07-17
I. Lacuña
NAME & SIGNATURE

Local Supervisor/Manager

2024-07-17
NAME & SIGNATURE

Japanese Department Manager

Name of User: Angela MabiaI.D No.: TFC 8838PC Name/No: TFX C0882Div/Dep't: N- Nylon CoatingPosition: Worker 1

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.: _____ current user/I.D No.: _____
- ☐ File Server Drive
(specify) _____ (purpose) _____
- ☐ Transfer of PC
from dep't _____ to dep't _____
- ☐ Software
(specify) _____ (purpose) _____
- ☒ Others (specify) Access SDC shared folder (Wire Rope only) - SDC of Nylon Coating

☐ 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:

KNAVEN JADE PARAN
IT-MEMBER

2024-07-29

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