

# IT Installation/ Repair Request Form

Date of Request  
2021-07-06

  
DENNIS BERNALES  
Local Supervisor/Manager

  
Japanese Department Manager

Name: GLADYS NIÑA SUGAROL / DOMINADOR REYES JR.

I.D No. 010758 / 010996

PC Name/No: TFXC0696 / TFXC0517

Div/Dep't: QA

Type of Installation ☒ (Entry) ☐ (Exit)  
(For Install) (For Deletion)

☐ R-Pics System

☐ Cybozu/Garoon

☐ E-Mail

☐ Active Directory

☐ Siam System

☐ Data Surfing

☒ Change of PC User

previous user/I.D No.: 010758 / 1111 current user/I.D No.: 010996 / 010758

☐ 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, 3, 4

Reason for Application since the minitab is not possible to be transferred to other PC, the laptop of Gladys will be used

for the calibration, and the minitab PC will be used by Gladys with user name and laptop

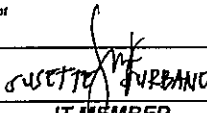
Policy Validity Period

Date From ( yyyy/mm/dd)

Date To (yyyy/mm/dd)

Note: Do not fill-up Validity Period if Permanent

Requests Performed by:

  
SUSETTE SURBANO  
IT MEMBER

2021-07-06

Date and Time of Execution

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	