

## IT Installation/ Repair Request Form

Date of Request

2023-06-01


  
 SIGNATURE

Prepared By:


  
 SIGNATURE

Local Supervisor/Manager


  
 SIGNATURE

Japanese Department Manager

Name of User DEVINA CORTEZI.D No. 005040PC Name/No: TFXCOG54Div/Dep't: T. AssyPosition: ASSOCIATE STAFF

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 TFX-S15-G030 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) Google only

☐ Firewall Policy

(Select Policy Level Number) (2A) Select from 1, 2, 2A, 3, 3A

Reason for Application Assign in Quality Assurance and Training Personnell and need Reference in making Pouter Point for Pecture to visualized during the Training Slide

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: Rishika J. Estreza  
 IT MEMBER

2023-06-05 11-12 AM  
 Date and Time of Execution

Related Document: TCT-G007

Document No.	TCT-G022	Ver.	4	TOYOFLEX CEBU CORPORATION		Retention Period
Effectivity Date	2022-10-27	Prepared by:	Checked by:	Approved by:		2 YEARS
		REY DAGATAN	AMADITO ORTIZANO	TAKAFUMI MATSUNAGA		