

# IT Installation/ Repair Request Form

Date of Request  
2022-07-26

SIGNATURE  
Local Supervisor/Manager

SIGNATURE  
Japanese Department Manager

Name: Mary Chris Tortugo  
I.D No. 011653  
PC Name/No: TFXC0914  
Div/Dep't: M-PRO/CORE

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.: \_\_\_\_\_ current user/I.D No.: \_\_\_\_\_
- ☐ File Server Drive  
(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☐ Transfer of PC  
from dep't \_\_\_\_\_ to dep't \_\_\_\_\_
- ☐ Software  
(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☐ Others (specify) \_\_\_\_\_
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP

**Firewall Policy**  
(Select Policy Level Number) (3A) Select from 1, 2, 3, 4

Reason for Application For Production process education and training.

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: ACADA/CORDE 2022-08-25 9:25 PM  
IT MEMBER Date and Time of Execution

|                  |            |              |                 |   |                  |
|------------------|------------|--------------|-----------------|---|------------------|
| Document No.     | TCF-G022   | Ver.         | 3               | TOYOFLEX CEBU CORPORATION   | Retention Period |
| Effectivity Date | 2021-04-15 | Prepared by: | SUSETTE SURBANO | Checked by: REY DAGATAN/AMADITO ORTIZANO<br>Approved by: TAKAFUMI MATSUNAGA | 2 YEARS          |