

IT Installation/ Repair Request Form

Record Control NO. : G-1RF-297082-12024-06-19

Date of Request

2024-06-19
Maricel G. Yangyang
NAME & SIGNATURE
Prepared By:

2024-06-21
MODESTA S. BUSTOS
NAME & SIGNATURE
Local Supervisor/Manager

2024-06-22
[Signature]
NAME & SIGNATURE
Japanese Department Manager

Name of User: Maricel G. YangyangI.D No.: 005650PC Name/No: TFXC1055Div/Dep't: Prod./T-Assy (APS Team)Position: Senior Leader

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) _____

☐ Firewall Policy

(Select Policy Level Number)

Select from: ☐ 1 ☐ 2 ☐ 2A ☒ 3 ☐ 3A

Reason for Application : To get reliable source of ideas, techniques,
appropriate terminologies, etc. that can be useful in making
APS procedures, Trainings, Monitorings and Reports.

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:

GURDANO, GISELLE
IT MEMBER2024-06-26/12:53
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