IT Installation/ Repair Request Form

Date of Request
2022-08-02

2022.8.03
SIGNATURE
Local Supervisor/Manager

SIGNATURE 2022.8.3
Japanese Department Manager

Name: MARIZ CONSON

I.D No. 9278

PC Name/No: TFXC0624

Div/Dep't: QA/QC-INCOMING

Type of Installation ☑ (Entry) (For Install) ☐ (Exit) (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) CAIDS\CAST CHECKSHEET, CAIDS\CAIDS INCOMING (purpose) TO ACCESS THE CAIDS INCOMING SYSTEM AND CAST CHECKSHEET SYSTEM
- ☐ 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*

☐ Wireless Network
☐ LAN Cable Assembly/Installation
☐ PC Reformat
☐ Documentum/Astrux System
☐ Toss System
☐ SAP

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: _____
IT MEMBER

2022-08-05
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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request
2022-02-02

2022.2.02 SIGNATURE
Local Supervisor/Manager

2022.2.9 SIGNATURE
Japanese Department Manager

Name: JEXIE SIMBAHON

I.D No. 9309

PC Name/No: TFXC0508

Div/Dep't: QA/QC

Type of Installation ☑ (Entry) (For Install) ☐ (Exit) (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) _____
- ☐ ***Firewall Policy***
  (Select Policy Level Number) ( ) ***Select from 1, 2, 3, 4***
- ☑ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP

Reason for Application to be able to have access to the network/server. & trainings, & during meetings and when lan cable connection is not possible.

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: _____ ***IT MEMBER***

2022-02-09 ***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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request: 2022-07-11

Local Supervisor/Manager	Japanese Department Manager
2022-07-11 SIGNATURE	SIGNATURE July 7, 13

Name: Mariz Censon

I.D No. 9278

PC Name/No: TFXC 0624

Div/Dep't: QC - Incoming Inspection (Factory 5)

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

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☐ E-Mail
- ☐ Active Directory
- ☐ Siam System
- ☐ Data Surfing
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP
- ☐ 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) USB Access / From camera
- ☐ ***Firewall Policy***

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

Reason for Application Need to transfer pictures in preparing Reject 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: SUSETTE SURBANO *IT MEMBER* — 2022-07-14 ***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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request
7/1/2022

SHARON GALVEZ	
Local Supervisor/Manager	Japanese Department Manager

Name: Please see attached

I.D No. Please see attached

PC Name/No: Please see attached

Div/Dep't: Please see attached

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

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☐ E-Mail
- ☐ Active Directory
- ☐ Slam System
- ☐ Data Surfing
- ☐ Change of PC User
  previous user/I.D No.: _____ current user/I.D No.: _____
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP
- ■ File Server Drive
  (specify) \\172.16.81.205 (purpose) Common folder for Purchasing & all section
- ☐ 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 : To have a common folder access by Purchasing and requestors (Production and support group) for any information from Purchasing.

NOTE: Folder name: Purchasing Information

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: _____ 2022-07-1
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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

NO.	SECTION	LIST OF NAME
1	ACCOUNTING	Cherelyn Elacion
2		Mary Niezl Sincero
3		Maria Abegail Razo
4		Christian Mae Insipido
5		Mary Rose Baguio
6	QA	Dennis Bernales
7		Geraline Dime
8		Lyza Berol
9		Rosemarie Rabaño
10		Alma Omandac
11		Norjill Auxtero
12		Reynan BiÑan
13		Rhea Mae Judilla
14		Geralline Dime
15		Jessel Teogangco
16	GA	Amadito Ortizano
17		Wilson Florentino
18		Emerald Abaniel
19		Joefelyn Tomungha
20		Lucy Sales
21		Jaclyn Anne Arrieta
22		Jamaica Gutierrez
23		Rhoveime Quitoy
24		Sharra Hera
25		Mary Joy Calago
26		Roldan Escarpe
27		Ailene Singson
28		Sharmine Gay Vender
29		Jelyn Sismar
30		Lady Nila M. Sarsaba
31		Therese May Bual
32		Leslie Dayaganon
33		Ryan Mante
34		Malvin Baguio
35		Jubelyn Trimidal
36		Rey Dagatan
37	PLASTIC MIOLDING	Nestor Cape
38		Jennifer Solabar
39		Denisa Monter
40		Francis Dagohoy
41		Aldren Cuizon
42		Aubrey kane Batingal
43		Shelamith Nadela
44	MU	Michael Laurea
45		Jessa Dela Rama
46		Ceralyn Mopon
47		Leleth Abayon
48		Fredelyn Burgador
49		Sugar Ray Luib
50		Judith Duran

51	Spring Coil	Anita Mujeres
52		Cesar Glodove
53		Desiree Yaon
54		Rantess Mendoza
55		Jenny Vi Adana
56	WIRE ROPE	Arnold Malingin
57	Nylon Coating	Ronald Chavez
58		Fe Guevarra
59		Archie Pagdato
60		Louie Estampa
61	Wire Drawing	Lloyd Pilapil
62		Cherry Pie Inso
63		BrylleTillor
64	Wire Stranding	Ramon Aro
65		Reinerio Repolidon
66		Mary Joy Lasutan
67	T-assy	Iven Erabon
68		Elvie Tundag
69		Lisa Godornez
70		Shylah Florece
71		Geneva Mae Lozano
72		Erlyn Bolambao
73	CAR PARTS	Jessia Larovis
74		Levie Binagatan
75		Christopher Sumaga
76		Edwin Pasignasigna
77		Modesta Bustos
78	PRODUCTION ENGINEERING	Mario Bergancia
79		Genalyn Serapin
80		Jackelene Blanco
81		Jovenal Omac
82		Peter Nills Romanillos
83		Dexter Tabunon
84		Jose Melier Singson
85		Jorge Capadngan
86		Emmanuel Clarido
87	PRODUCTION CONTROL	Noel Capao
88		Windyl Manacap
89		Jessa Marie Bejoc
90		Jella Angudong
91		Jeddah Singson
92		Mary Maureen Pena
93		Janine Pangandoyon
94		Francis Pacaldo
95		Judy Monredondo
96		Sharon Galvez
97		Mary Rose Abe
98		Ma. Irene Hiyas
99		Ilyn Corpus
100		Dianarra Delfino
101		Jean Tisoy
102		Roche Montenegro
103		Cherilyn Rupita
104		Jen Briones

IT Installation/ Repair Request Form

Date of Request
~~2021-07-10~~ (2021-07-15)

YURI TORRES
SIGNATURE
Local Supervisor/Manager

ATSUSHI TAKEUCHI
SIGNATURE
Japanese Department Manager

Name: GLADYS NIÑA SUGAROL

I.D No. 10758

PC Name/No: TFXC517

Div/Dep't: QUALITY ASSURANCE

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

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☐ E-Mail
- ☐ Active Directory
- ☐ Siam System
- ☐ Data Surfing
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP
- ☐ Change of PC User previous user/I.D No.: _____ current user/I.D No.: _____
- ☑ File Server Drive (specify) CAR PARTS SERVER FOLDER: PRODUCTION PLAN & PRODUCTS CARD (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 To have access for the production plan & products card for QC reference

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: _____ (IT MEMBER)

2021-07-16 1:28 pm
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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request
2022-02-04

2022.2.04
SIGNATURE
Local Supervisor/Manager

SIGNATURE 2022.2.4
Japanese Department Manager

Name: JESSA MESA

I.D No. 8090

PC Name/No: TFXC0688

Div/Dep't: QA/QC MU

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

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☐ E-Mail
- ☐ Active Directory
- ☐ Slam 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) TRANSFER EMAIL
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP

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

Reason for Application TFXC0595 EMAIL ('qa.mu.ph@toyoflex.com') NEED TO TRANSFER TO TFXC0688 USER JESSA MESA QC MU.

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 B. SURBANO
IT MEMBER

2022-02-09 11:11AM
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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request
2022-02-04

2022.2.04
SIGNATURE
Local Supervisor/Manager

SIGNATURE 2022.2.4
Japanese Department Manager

Name: JOAN GLORIA

I.D No. 5799

PC Name/No: PC.40

Div/Dep't: QA/QC CPP

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

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☑ E-Mail
- ☐ Active Directory
- ☐ Slam 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) ( ) *Select from 1, 2, 3, 4*

Reason for Application FOR DELETION TO PC 40 ONLY
DUE TO TRANFERRING THE EMAIL TO QC STAFF ROSELYN SAYSON

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 B. SURBANO
IT MEMBER

2022-02-09 11:11 AM
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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request
2022-02-04

2022.2.04
SIGNATURE
Local Supervisor/Manager

SIGNATURE 22.2.4
Japanese Department Manager

Name: ROSELYN SAYSON

I.D No. 10995

PC Name/No: TFXC0595

Div/Dep't: QA/QC CPP

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

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☑ E-Mail
- ☐ Active Directory
- ☐ Slam 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) TRANSFER EMAIL
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP
- ☐ *Firewall Policy*
  (Select Policy Level Number) ( ) Select from 1, 2, 3, 4

Reason for Application PC 40 EMAIL 'qa.car.ph@toyoflex.com' TRANSFER TO TFXC0595
ROSELYN SAYSON QC STAFF.

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 A. SURBANO
IT MEMBER

2022-02-09 / 11:11AM
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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request
2022-02-11

SIGNATURE
Local Supervisor/Manager

SIGNATURE 2022-2-11
Japanese Department Manager

Name: CAIDSWIROPE

I.D No. N/A

PC Name/No: TFXC0812

Div/Dep't: QA/QC WIRE ROPE

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

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☐ E-Mail
- ☐ Active Directory
- ☐ Slam System
- ☐ Data Surfing
- ☐ Change of PC User
  previous user/I.D No.: _____ current user/I.D No.: _____
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP

☑ File Server Drive (specify) ➢ QA/QC ➢ CAIDS\CAIDS WIRE ROPE ➢ CAIDS\CAST CHECKSHEET (purpose) TO ACCESS THE CAIDS SERVER FOR CAIDS IMPROVEMENT

☐ Transfer of PC from dep't _____ to dep't _____

☑ Software (specify) ➢ PTOUCH EDITOR 5.0 ➢ BROTHER PRINTER (purpose) FOR PRINTING BARCODE

☐ Others (specify) _____

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

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: JHON RAFONIE AGUIDO 2022-02-14
IT MEMBER

2022-02-14 ; 10:00 AM
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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request
2022-02-02

2022.2.02
SIGNATURE
Local Supervisor/Manager

SIGNATURE 2022.2.3
Japanese Department Manager

Name: QA DOCUMENTUM 1

I.D No. N/A

PC Name/No: TFXC0813

Div/Dep't: QA/QC

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

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☐ E-Mail
- ☐ Active Directory
- ☐ Siam System
- ☐ Data Surfing
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP
- ☐ Change of PC User previous user/I.D No.: _____ current user/I.D No.: _____
- ☑ File Server Drive (specify) QA/QC, DCC, DDC (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 to be able to access files in QA server.

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: [signature] ***IT MEMBER*** 2022-02-02 ***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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request: 2022-07-06

Local Supervisor/Manager

Japanese Department Manager

Name: Alma Omandac

I.D No. 8065

PC Name/No: TFXC0623

Div/Dep't: QA/QC

Type of Installation ☑ (Entry) (For Install) ☐ (Exit) (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) MS TEAMS
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP

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

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: SUSETTE SURBANO — ***IT MEMBER***

2022-07-08 — ***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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request
2022-02-11

SIGNATURE 2022-02-11
Local Supervisor/Manager

SIGNATURE 2022-2-11
Japanese Department Manager

Name: CAIDSCPP

I.D No. N/A

PC Name/No: TFXC0809

Div/Dep't: QA/QC CPP

Type of Installation ☑ (Entry) (For Install) ☐ (Exit) (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.: _____

☐ Wireless Network

☐ LAN Cable Assembly/Installation

☐ PC Reformat

☐ Documentum/Astrux System

☐ Toss System

☐ SAP

☑ File Server Drive (specify) ➢ QA/QC ➢ CAIDS\CAIDS CAR PARTS ➢ CAIDS\CAST CHECKSHEET (purpose) TO ACCESS THE CAIDS SERVER FOR CAIDS IMPROVEMENT

☐ 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 _____

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: JHON RHONIE AGUIPO 2022-02-14
IT MEMBER

2022-02-14 : 10:00 AM
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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request
2021-10-28

2021.11.09 SIGNATURE
Local Supervisor/Manager

SIGNATURE
Japanese Department Manager

Name: QA/QC CAR PARTS

I.D No. N/A

PC Name/No: PC-40

Div/Dep't: QA/QC

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

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☑ E-Mail
- ☐ Active Directory
- ☐ Siam System
- ☐ Data Surfing
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP
- ☐ 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, 3, 4***

Reason for Application INSTALLATION OF EMAIL (qa.car.ph@toyoflex.com) to QA/QC Car parts PC.

qa.car.ph@toyoflex.com was deleted, needed to reactivate and install to PC-40

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: _____ *IT MEMBER*

2021-10-28
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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request
2022-03-15

Local Supervisor/Manager	Japanese Department Manager
SIGNATURE 2022.3.17	SIGNATURE

Name: Mariz T. Conson

I.D No. 009278

PC Name/No: TFXC0624

Div/Dep't: QA/QC/Incoming Inspection

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

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☐ E-Mail
- ☐ Active Directory
- ☐ Siam System
- ☐ Data Surfing
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP
- ☑ Change of PC User previous user/I.D No.: 008201 current user/I.D No.: 009278
- ☐ 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 CHANGE USER

Previous user transfer to DCC Factory 1

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

Date and Time of Execution

IT Installation/ Repair Request Form

Date of Request
2022-03-28

Local Supervisor/Manager	Japanese Department Manager
2022. 3.28 SIGNATURE	SIGNATURE

Name: QA DOCUMENTUM

I.D No. N/A

PC Name/No: TFXC0813

Div/Dep't: QA/QC

Type of Installation ☑ (Entry) (For Install) ☐ (Exit) (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) ( ) Select from 1, 2, 3, 4

Reason for Application ~~Does~~ this email will be used for registration for Documentum qa.ddc3.pn@toyoflex.com

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: Rey D. ***IT MEMBER*** 2022-03-29 ***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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request
2022-07-06

DENNIS BERNALES 2022.7.06
SIGNATURE
Local Supervisor/Manager

2022.7.6
SIGNATURE
Japanese Department Manager

Name: ROSELYN SAYSON

I.D No. 10995

PC Name/No: TFXC0595

Div/Dep't: QC-CARPARTS

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

☐ R-Pics System

☐ Cybozu/Garoon

☐ E-Mail

☐ Active Directory

☐ Siam System

☐ Data Surfing

☐ Wireless Network

☐ LAN Cable Assembly/Installation

☐ PC Reformat

☐ Documentum/Astrux System

☐ Toss System

☐ SAP

☐ Change of PC User
previous user/I.D No.: _____ current user/I.D No.: _____

☑ File Server Drive (specify) CAIDS\CAST CHECKSHEET, CAIDS\CAIDS CAR PARTS (purpose) TO ACCESS THE CAIDS CPP SYSTEM

☐ 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 _____

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: IT MEMBER 2022-07-07
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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request
2022-07-06

Local Supervisor/Manager	Japanese Department Manager
DENNIS BERMALES SIGNATURE 2022.7.06	SIGNATURE

Name: MARIA NENA TILLO

I.D No. 7084

PC Name/No: TFXC0111

Div/Dep't: QC-CARPARTS

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

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☐ E-Mail
- ☑ Active Directory
- ☐ Siam System
- ☐ Data Surfing
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP
- ☑ Change of PC User — previous user/I.D No.: LILIBETH MENDEZ/8842 — current user/I.D No.: MARIA NENA TILLO/7084
- ☑ File Server Drive — (specify) CAIDS\CAST CHECKSHEET, CAIDS\CAIDS CAR PARTS — (purpose) TO ACCESS THE CAIDS CPP SYSTEM
- ☐ Transfer of PC — from dep't _____ — to dep't _____
- ☐ Software — (specify) _____ — (purpose) _____
- ☐ Others — (specify) _____
- ☐ ***Firewall Policy*** — ***(Select Policy Level Number)*** (1) ***Select from 1, 2, 3, 4***

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: _____ ***IT MEMBER*** — 2022-07-07 ***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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request
2022-07-06

2022.7.06
DENNIS BERNALES
SIGNATURE
Local Supervisor/Manager

SIGNATURE 2022.7.6
Japanese Department Manager

Name: MILROSE BATAYOLA

I.D No. 8829

PC Name/No: TFXC0698

Div/Dep't: QC-WIRE ROPE

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

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☐ E-Mail
- ☐ Active Directory
- ☐ Siam System
- ☐ Data Surfing
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP
- ☑ Change of PC User — previous user/I.D No.: JESSICA REGALA / 9377 current user/I.D No.: MILROSE BATAYOLA / 8829
- ☑ File Server Drive — (specify) CAIDS\CAST CHECKSHEET, CAIDS\CAIDS WIREROPE (purpose) TO ACCESS THE CAIDS WR SYSTEM
- ☐ 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 _____

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: _____ ***IT MEMBER***

2022-07-07 ***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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request
2022-07-06

DENNIS BER... 7.06
SIGNATURE
Local Supervisor/Manager

SIGNATURE
Japanese Department Manager

Name: JOAN GLORIA

I.D No. 5799

PC Name/No: TFXC0062

Div/Dep't: QC-CARPARTS

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

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☐ E-Mail
- ☐ Active Directory
- ☐ Siam System
- ☐ Data Surfing
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP
- ☐ Change of PC User — previous user/I.D No.: _____ current user/I.D No.: _____
- ☑ File Server Drive — (specify) CAIDS\CAST CHECKSHEET, CAIDS\CAIDS CAR PARTS (purpose) TO ACCESS THE CAIDS CPP SYSTEM
- ☐ 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 _____

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: _____ ***IT MEMBER***

2022-07-07
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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request
2022-07-06

2022.7.06
DENNIS BERNALES
SIGNATURE
Local Supervisor/Manager

SIGNATURE
Japanese Department Manager

Name: REYNAN BIÑAN

I.D No. 10881

PC Name/No: TFXC0516

Div/Dep't: QC-WIRE ROPE

Type of Installation ☑ (Entry) (For Install) ☐ (Exit) (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) CAIDS\CAST CHECKSHEET, CAIDS\CAIDS WIREROPE (purpose) TO ACCESS THE CAIDS WR SYSTEM
- ☐ 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) ( ) Select from 1, 2, 3, 4

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: _____
IT MEMBER

2022-07-07
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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request
2022-07-06

DENNIS BERNAL 2022. 7.06
SIGNATURE
Local Supervisor/Manager

SIGNATURE 2022. 7.6
Japanese Department Manager

Name: ALNIE PUDPOD

I.D No. 5748

PC Name/No: TFXC0660

Div/Dep't: QC-WIRE ROPE

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

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☐ E-Mail
- ☐ Active Directory
- ☐ Siam System
- ☐ Data Surfing
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP
- ☐ Change of PC User previous user/I.D No.: _____ current user/I.D No.: _____
- ☑ File Server Drive (specify) CAIDS\CAST CHECKSHEET, CAIDS\CAIDS WIREROPE (purpose) TO ACCESS THE CAIDS WR SYSTEM
- ☐ 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 _____

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: _____
IT MEMBER

2022-07-07
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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request
2022-07-06

DENNIS BERNALES
SIGNATURE
Local Supervisor/Manager

SIGNATURE 2022.7.6
Japanese Department Manager

Name: DRONALD JOHN BESIATA

I.D No. 11832

PC Name/No: TFXC0593

Div/Dep't: QUALITY ASSURANCE

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

- ☐ R-Pics System
- ☑ Cybozu/Garoon
- ☑ E-Mail
- ☐ Active Directory
- ☐ Siam System
- ☐ Data Surfing
- ☑ Change of PC User
  previous user/I.D No.: TFC10192 current user/I.D No.: TFC11832
- ☑ File Server Drive
  (specify) QA/QC, DCC, DDC, QMS, DOCSTM (purpose) NEW QMS & DCC IN-CHARGE
- ☐ Transfer of PC
  from dep't _____ to dep't _____
- ☐ Software
  (specify) _____ (purpose) _____
- ☑ Others (specify) WIFI CONNECTION
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☑ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP
- ☑ ***Firewall Policy***
  (Select Policy Level Number) (3)as ***Select from 1, 2, 3, 4***

Reason for Application NEW QMS & DCC IN-CHARGE

email: qa.quart.ph @ toyoflex.com

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: _____ ***IT MEMBER***

2022-07-07
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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS

IT Installation/ Repair Request Form

Date of Request
2022-05-10

A. Cuizon N. Cape
SIGNATURE
Local Supervisor/Manager

RYUSUKE SATO
SIGNATURE
Japanese Department Manager

Name: Aubrey Kayne Batingal

I.D No. 008805

PC Name/No: _____

Div/Dep't: _____

Type of Installation ■ (Entry) (For Install) ☐ (Exit) (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) ( ) ***Select from 1, 2, 3, 4***

Reason for Application Installation of LAN Cable Assembly since we make a temporary location of our PC due to typhoon odette..

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: _____
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	Approved by: TAKAFUMI MATSUNAGA	2 YEARS