

IT Installation/ Repair Request Form

Date of Request

2022-08-03

2022-08-03 2022-08-03
SIGNATURE

Local Supervisor/Manager

2022-08-03
SIGNATURE

Japanese Department Manager

Name: Algene Marie Lobina

I.D No. 10157

PC Name/No: Acer Swift / TFX C0743

Div/Dep't: PR / ASSY / PTCA

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) (3) Select from 1, 2, 3, 4

Reason for Application To browse formulas for excel for reporting purposes, also
on finding ideas for process improvement or area improvement (5s), also for
finding suppliers if need to purchase for improvement purposes...

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: ARIEL MATSUNAGA 2022-08-09 2:00PM
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:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	