

IT Installation/ Repair Request Form

Record Control NO. : G-IRF-249127-1

2024-07-16

Date of Request

ROXANE R. RUTA
NAME & SIGNATURE

Prepared By:

NAME & SIGNATURE

Local Supervisor/Manager

NAME & SIGNATURE

Japanese Department Manager

Name of User: Roxane Ruta

I.D No.: 008901

PC Name/No: TFXC0341

Div/Dep't: QA/QC T-Assy

Position: Worker II

Select the purpose
of Application☐ For New PC Issuance Request☐ (For PC replacement request)

If you check here, attached the signed TCF-G084 form

☐ System Registration
and Job Request

(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) T-ASSY PACKING FILE(purpose) FOR REFERENCE OF 3T INSPECTION
AND COPY PICTURE☐ Transfer of PC
from dep't _____to dep't _____
To check QAC inspection done by inspector☐ Software

(specify) _____ (purpose) _____

☐ Others

(specify) _____

☐ Firewall Policy

(Select Policy Level Number)

Select from:

☐ 1☐ 2☐ 2A☐ 3☐ 3A

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:

Rushky Estrera

IT MEMBER

2024-07-25

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:	Checked by:	Approved by:		2 YEARS
		RUSHKY ESTRERA	REY DAGATAN	AMADITO ORTIZANO		