

IT Installation/ Repair Request Form

Date of Request

2023-03-01
JEAN LYCA ANDRINO
SIGNATURE

Prepared By:

2023-03-01
RAMON ARO
SIGNATURE

Local Supervisor/Manager

2023-03-01
Kouji Sugimoto
SIGNATURE

Japanese Department Manager

Name of User KOKI NUDALO MISHIMA

I.D No. 012298

PC Name/No: TFX61063

Div/Dept: WIRE ROPE STRANDING

Position:

Select the purpose of Application	<input checked="" type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TFI-S15-G030 form</small>	<input type="checkbox"/> System Registration and Job Request
-----------------------------------	---	--	--

(Systems Registration and Job Requests)

- | | |
|--|---|
| <input type="checkbox"/> Cybozu/Garoon | <input checked="" type="checkbox"/> Wireless Network |
| <input checked="" type="checkbox"/> E-Mail | <input checked="" type="checkbox"/> LAN Cable Assembly/Installation |
| <input type="checkbox"/> Domain ID | <input checked="" type="checkbox"/> MS Teams Account |
| <input type="checkbox"/> PC Reset/Reformat | <input type="checkbox"/> Documentum/Astrux System |
| <input type="checkbox"/> SAP | <input type="checkbox"/> Toss System |
| <input type="checkbox"/> Change of PC User
previous user/I.D No.: _____ current user/I.D No.: _____ | |
| <input type="checkbox"/> File Server Drive
(specify) _____ (purpose) _____ | |
| <input type="checkbox"/> Transfer of PC
from dept' _____ to dept' _____ | |
| <input type="checkbox"/> Software
(specify) _____ (purpose) _____ | |
| <input type="checkbox"/> Others (specify) <u>Internet Access</u> | |

- ☐ Firewall Policy
(Select Policy Level Number) (2A) Select from 1, 2, 2A, 3, 3A

Reason for Application

Email: koki.mishima-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:

Pammy Kung Vad
IT MEMBER

2023-03-03
Date and Time of Execution

Related Document: TCT-G007

Document No.	TCF-G022	Ver.	4	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2022-10-27	Prepared by:	REY DAGATAN	Checked by:	AMADITO ORTIZANO
		Approved by:	TAKAFUMI MATSUNAGA		2 YEARS