

IT Installation/ Repair Request Form

Record Control NO. : G-IRF-29/009-1

2024-01-16

Date of Request

APRIL ROSE SALGADOS
NAME & SIGNATURE
Prepared By:HANS SANCHEZ
NAME & SIGNATURE
Local Supervisor/ManagerKOJI SUGIMOTO
NAME & SIGNATURE
Japanese Department Manager

Name of User: JENELYN MORATA

I.D No.: 6936

PC Name/No: TFXC0011

Div/Dep't: WIRE ROPE STRANDING

Position: WORKER II

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 checked="" 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.: TFXC0011 current user/I.D No.: 6936

☒ File Server Drive

(specify) WIRE ROPE SERVER (purpose) 2ND PROCESS MONITORING IN CHARGE

☐ 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 : New Personnel Incharge for 2nd Process

Email: jenelyn.morata@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

Date and Time of Execution

Related Document: TCF-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