

# IT Installation/ Repair Request Form

Date of Request

2023-02-16

2023-02-16  
JULIE ANN RODRIGO  
SIGNATURE

Prepared By:

2023-02-16  
AYMIE TORRES  
SIGNATURE

Local Supervisor/Manager

2023-02-16  
KENGO KITAGAWA  
SIGNATURE

Japanese Department Manager

Name of User Aymie Torres

I.D No. 7353

PC Name/No: TFXC0565

Div/Dep't: PE-PROCESS

Position:

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 TFJ-S15-0230 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.: \_\_\_\_\_ current user/I.D No.: \_\_\_\_\_
- ☐ File Server Drive  
(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☐ Transfer of PC  
from dep't \_\_\_\_\_ to dep't \_\_\_\_\_
- ☒ Software (specify) ms teams (purpose) replace "Guest" account to "licensed"
- ☐ 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: Rushby J. Estrore 2023/02/16 1:36 PM  
IT MEMBER 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:	Checked by:	Approved by:	2 YEARS
		REY DAGATAN	AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	