

IT Installation/ Repair Request Form

Date of Request

2023-03-29

Prepared By: 

Local Supervisor/Manager: 

Japanese Department Manager: 

Name of User LEIZEL HORTILANO

I.D No. 12218

PC Name/No: _____

Div/Dep't: PC-IMPORTATION

Position: IMPORTATION ASSOCIATE STAFF

| | | | |
|-----------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 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 checked="" type="checkbox"/> System Registration and Job Request |
|-----------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|

(Systems Registration and Job Requests)

- | | |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Cybozu/Garoon | <input type="checkbox"/> Wireless Network |
| <input checked="" type="checkbox"/> E-Mail | <input 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 checked="" type="checkbox"/> SAP | <input checked="" 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 dep't _____ to dep't _____ | |
| <input type="checkbox"/> Software (specify) _____ (purpose) _____ | |
| <input type="checkbox"/> Others (specify) _____ | |

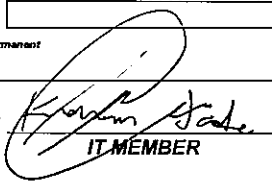
☒ Firewall Policy

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

Reason for Application PEZA, EKONEK AND BOC access.

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

2023-04-01
Date and Time of Execution

Related Document: TCT-G007

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|------------------|------------|--------------|-------------|-----------------------------------------------------------------|------------------|
| 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 |