

IT Installation/ Repair Request Form

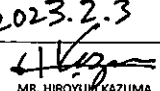
Date of Request
2023-02-02


Lady Nils M. Sarsaba
SIGNATURE

Prepared By:

N/A
SIGNATURE

Local Supervisor/Manager

2023.2.3

MR. HIROYUKI KAZUMA
SIGNATURE

Japanese Department Manager

Name of User: Ms. Dafodille Mae D. Moreno

I.D No. 012286

PC Name/No: TFX1050

Div/Dep't: Human Resource

Position:

Select the purpose of Application	<input checked="" type="checkbox"/> For New PC Issuance Request Laptop	<input type="checkbox"/> (For PC replacement request) If you check here, attached the signed TFI-S15-G030 form	<input type="checkbox"/> System Registration and Job Request
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(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 checked="" type="checkbox"/> File Server Drive
(specify) GA Shared | (purpose) _____ |
| <input type="checkbox"/> Transfer of PC
from dep't _____ to dep't _____ | |
| <input checked="" type="checkbox"/> Software
(specify) HRIS | (purpose) _____ |
| <input type="checkbox"/> Others (specify) _____ | |

☐ Firewall Policy


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

Reason for Application HR-ER Staff needs to check online references and updates to Labor Code.

Email: dafodille.moreno.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: 
IT MEMBER

2023-02-24
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	