

IT Installation/ Repair Request Form

Date of Request

2021-01-13

[Signature]
JESSIA LAROVIS
SIGNATURE
Local Supervisor/Manager

[Signature]
2021. 1. 13
MR. SEIJI NISHIMURA
SIGNATURE
Japanese Department Manager

Name: Cecilia Estoy

I.D No. 005618

PC Name/No: TFXC0684

Div/Dep't: OPP / PWR

Type of Installation	<input checked="" type="checkbox"/> (Entry) (For Install)	<input type="checkbox"/> (Exit) (For Deletion)
<input checked="" type="checkbox"/> R-Pics System		<input type="checkbox"/> Chat App/Messenger
<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"/> Active Directory		<input type="checkbox"/> PC Reformat
<input type="checkbox"/> Siam System		<input type="checkbox"/> Documentum/Astrux System
<input type="checkbox"/> Data Surfing		<input type="checkbox"/> Toss System
<input type="checkbox"/> Change of PC User previous user/I.D No.: _____		<input type="checkbox"/> SAP current user/I.D No.: _____
<input checked="" type="checkbox"/> File Server Drive (specify) <u>Car Parts Common</u>		(purpose) <u>for work (material ordering)</u>
<input type="checkbox"/> Transfer of PC from dep't _____		to dep't _____
<input type="checkbox"/> Software (specify) _____		(purpose) _____
<input type="checkbox"/> Others (pls. specify) _____		

Requests Performed by:

[Signature]
CURETTE SURBANO
IT Personnel

2021-01-13

Date

Document No.	TCF-G022	Ver.	2	Toyoflex Cebu Corporation		Retention Period
Effectivity Date	2018-03-19	Prepared by: REY DAGATAN	Checked by: AMADITO ORTIZANO	Approved by: TAKAFUMI MATSUNAGA		2 years