

IT Installation/ Repair Request Form

Date of Request

2022-05-04

2022.5.4

for 2022-05-04
 LADY NILA SANSABA
 SIGNATURE

Local Supervisor/Manager

2022.5.4
 HIROYUKI KAZUMA
 SIGNATURE

Japanese Department Manager

Name: ERA CHRISTINE PARAISO

I.D No. 011517

PC Name/No: TFXL0885

Div/Dep't: General Affairs/ Human Resource (Medical)

Type of Installation

☒ (Entry)
 (For Install)

☐ (Exit)
 (For Deletion)
☐ R-Pics System☐ Cybozu/Garoon☒ E-Mail☐ Active Directory☐ Siam System☐ Data Surfing☐ Change of PC User

previous user/I.D No.:

current user/I.D No.:

☒ File Server Drive

(specify)

Medical Server, GA Shared

(purpose)

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☐ Others

(specify)

☐ Firewall Policy

(Select Policy Level Number) () Select from 1, 2, 3, 4

Reason for Application

new employee (Employee Relations Staff)

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:

ARIEL GUARIN
IT MEMBER2022-05-06 1:20 PM
Date and Time of Execution

Document No.	TCF-G022	Ver.	3	TOYOFLEX CEBU CORPORATION			Retention Period
Effectivity Date	2021-04-15	Prepared by: SUSETTE SURBANO		Checked by: REY DAGATAN/AMADITO ORTIZANO		Approved by: TAKAFUMI MATSUNAGA	2 YEARS