

# IT Installation/ Repair Request Form

Date of Request  
2023-01-11

*[Signature]*  
2023-01-11  
SIGNATURE  
Local Supervisor/Manager

*[Signature]* 2023-01-11  
SIGNATURE  
Japanese Department Manager

Name: Leizel Dajang  
I.D No. TFC9645  
PC Name/No: Lenovo/ TFXC0971  
Div/Dep't: QA Division

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) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☐ Transfer of PC  
from dep't \_\_\_\_\_ to dep't \_\_\_\_\_
- ☐ Software  
(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☒ Others (specify) 1. Enable the USB Ports in the Laptop, 2. Internet access
- ☐ Firewall Policy  
(Select Policy Level Number) ( ) Select from 1, 2, 3, 4

Reason for Application To transfer photo's and video's and to have access on internet during  
89 days business trip training of Ms. Edgarlyn Tirol and Ms. Maricar Godinez at AIJ (2023-01-16 ~  
2023-04-15).

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: ABABA ROLYDE  
IT MEMBER

2023-01-12 10:59 AM  
Date and Time of Execution

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