

IT Installation/ Repair Request Form

Date of Request

10/4/2022

MARK JOYA CALAPAY
761-10-04
SIGNATURE

Local Supervisor/Manager

SIGNATURE

Japanese Department Manager

Name: Jacqueline Calipay

I.D No. 9633

PC Name/No: TF*CO992

Div/Dep't: GENERAL AFFAIRS

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)

GA SHARED

(purpose)

access files

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☒ Others

(specify)

MS TEAMS

☐ Firewall Policy

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

Reason for Application

New laptop for new personnel

Email: jacqueline.calipay-ph@toyoflex-wm

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:

SUSETTE SURBANO
IT MEMBER

2022-10-11

Date and Time of Execution

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