

# IT Installation/ Repair Request Form

Date of Request

2023-03-24

*HAZEL*  
2023-03-24  
HAZEL JAN FUERTES  
SIGNATURE

Prepared By:

*HONEYLANE*  
2023-03-24  
HONEYLANE MONTECILLO  
SIGNATURE

Local Supervisor/Manager

*LUI RESTAURO*  
2023-03-25  
LUI RESTAURO  
SIGNATURE

Japanese Department Manager

Name of User HAZEL LLEMIT

I.D No. 010466

PC Name/No: TXC1100

Div/Dep't: QA/QA

Position: WORKER II

Select the purpose of Application	<input checked="" type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TFJ-S15-G030 form</small>	<input type="checkbox"/> System Registration and Job Request
-----------------------------------	---	--	--

## (Systems Registration and Job Requests)

- ☐ Cybozu/Garoon ☒ Wireless Network
- ☒ E-Mail tcmgq.bio2.ph@toyoflex.com *HAZEL* 2023-03-25 ☒ LAN Cable Assembly/Installation
- ☐ Domain ID ☒ MS Teams Account
- ☐ PC Reset/Reformat ☐ Documentum/Astrux System
- ☐ SAP ☐ Toss System
- ☐ 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) \_\_\_\_\_

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

Reason for Application Additional laptop to be used by QA BIO workers

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: SHEILA MALINGIN 2023-03-14  
IT MEMBER 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		