

IT Installation/ Repair Request Form

Date of Request
2022-07-25


SIGNATURE
Local Supervisor/Manager


SIGNATURE
Japanese Department Manager

Name: ROSEMARIE E. DUCAY
I.D No. 009667
PC Name/No: TFXC0514
Div/Dep't: PC/PLANNING

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) _____
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP

Firewall Policy

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

Reason for Application Access to MS Teams during training and meetings

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: IT MEMBER Date and Time of Execution

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|------------------|------------|--------------|-----------------|---|------------------|
| 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 |