

## IT Installation/ Repair Request Form

Record Control NO. :

2023-11-13

Date of Request

2023-11-13  
**JULIE ANN RODRIGO**  
 NAME & SIGNATURE  
 Prepared By:

2023-11-13  
**AYNOR RODRIGUES**  
 NAME & SIGNATURE  
 Local Supervisor/Manager

2023-11-14  
**KENGO KITAGAWA**  
 NAME & SIGNATURE  
 Japanese Department Manager

Name of User: Jeb's PasignasignaI.D No.: 12536PC Name/No: 46 TFXC0254 TFXC0963Div/Dep't: PE-ProcessPosition: Associate Engineer

Select the purpose of Application	<input type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TCF-G084 form</small>	<input checked="" type="checkbox"/> System Registration and Job Request
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## (Systems Registration and Job Requests)

☐ Cybozu/Garoon☒ Wireless Network☒ E-Mail☐ LAN Cable Assembly/Installation☐ Domain ID☒ MS Teams Account☐ PC Reset/Reformat☐ Documentum/Astrux System☐ SAP☐ Toss System☒ Change of PC Userprevious user/I.D No.: tfcl2270 current user/I.D No.: tfcl2536☒ File Server Drive

(specify)

PRODUCTION ENGINEERING  
Risk Management FMEA  
DDC ; DDCSTM

(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

2A

3

3A

Reason for Application :

Email: jeb.s.pasignasigna.ph@toyoflex.com  
for ms teams

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:

SUCETTE TURBANO  
IT MEMBER

2023-11-14 / 10:57AM

Date and Time of Execution

Related Document: TCT-007 &amp; TCF-G084

Document No.	TCF-G022	Ver.	5	TOYOFLEX CEBU CORPORATION		Retention Period
Effectivity Date	2023-07-24	Prepared by:	RUSHKY ESTRERA	Checked by:	REY DAGATAN	Approved by:
					AMADITO ORTIZANO	2 YEARS

Already Applied.