

IT Installation/ Repair Request Form

Record Control NO. : G-IRF-248102-1

2024-07-24
2024-07-05

Date of Request

LEVIE BINAGATAN
NAME & SIGNATURE
Prepared By:MR. LOUIE ESTAMPA
NAME & SIGNATURE
Local Supervisor/ManagerMR. MASAHITO OTSUKA
NAME & SIGNATURE
Japanese Department Manager

Name of User: Levie Binagatan

I.D No.: 5516

PC Name/No: TFXC0201

Div/Dep't: PC Group / Material Planning

Position: Senior Staff

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 User

previous user/I.D No.: _____ current user/I.D No.: _____

☒ File Server Drive

(specify) _____ MU Server (purpose) Check data in MU server related in material planning

☐ 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 : TRANSFER FROM ID/MU TO PC DEPARTMENT

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

Related Document: TCF-007 & 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