

IT Installation/ Repair Request Form

Date of Request

2023-02-24


JULIE ANN RODRIGO
SIGNATURE

Prepared By:


AYMIE TORRES
SIGNATURE

Local Supervisor/Manager


KENGO KITAGAWA
SIGNATURE

Japanese Department Manager

Name of User Ma. Regla Delos Santos

I.D No. 612192

PC Name/No: TFC0523

Div/Dep't: PC-PROCESS

Position:

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 7FJ-S15-G030 form</small>	<input checked="" type="checkbox"/> System Registration and Job Request
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(Systems Registration and Job Requests)

- | | |
|--|--|
| <input type="checkbox"/> Cybozu/Garoon | <input type="checkbox"/> Wireless Network |
| <input type="checkbox"/> E-Mail | <input type="checkbox"/> LAN Cable Assembly/Installation |
| <input type="checkbox"/> Domain ID | <input type="checkbox"/> MS Teams Account |
| <input type="checkbox"/> PC Reset/Reformat | <input type="checkbox"/> Documentum/Astrux System |
| <input type="checkbox"/> SAP | <input type="checkbox"/> Toss System |
| <input checked="" type="checkbox"/> Change of PC User
previous user/I.D No.: <u>tfc 9384</u> current user/I.D No.: <u>TFC12192</u>
<u>TFC0523-01</u> | |
| <input checked="" type="checkbox"/> File Server Drive
(specify) <u>① PRODUCTION ENGINEERING
② DDC ③ Risk Management
④ POCSTM Data</u> | (purpose) _____ |
| <input type="checkbox"/> Transfer of PC
from dep't _____ to dep't _____ | |
| <input type="checkbox"/> Software
(specify) _____ (purpose) _____ | |
| <input type="checkbox"/> Others (specify) _____ | |

☐ Firewall Policy

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


Reason for Application _____

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

2023-02-02

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	