

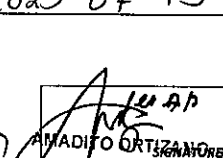
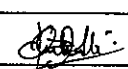


# IT Installation/ Repair Request Form

OK

<b>Date of Request</b> <u>2023-07-13</u>	
 SIGNATURE Prepared By:	 RYAN R. MANTE SIGNATURE Local Supervisor/Manager
 AMADIO ORTIZANO SIGNATURE Japanese Department Manager	
Name of User <u>Jubelyn Trinidad</u> I.D No. <u>009172</u> PC Name/No: <u>TFX C0403</u> Div/Dep't: <u>GA - Utility</u> Position: <u>WORKER IV</u>	
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 TFI-S15-G030 form</small>	<input type="checkbox"/> System Registration and Job Request
<b>(Systems Registration and Job Requests)</b>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Cybozu/Garoon  <input type="checkbox"/> E-Mail  <input type="checkbox"/> Domain ID  <input type="checkbox"/> PC Reset/Reformat  <input type="checkbox"/> SAP  <input type="checkbox"/> Change of PC User                          previous user/I.D No.: _____ current user/I.D No.: _____  <input type="checkbox"/> File Server Drive                          (specify) _____ (purpose) _____  <input type="checkbox"/> Transfer of PC                          from dept' _____ to dept' _____  <input type="checkbox"/> Software                          (specify) _____ (purpose) _____  <input type="checkbox"/> Others (specify) _____                 </div> <div style="width: 48%;"> <input type="checkbox"/> Wireless Network  <input type="checkbox"/> LAN Cable Assembly/Installation  <input checked="" type="checkbox"/> MS Teams Account  <input type="checkbox"/> Documentum/Astrux System  <input type="checkbox"/> Toss System                 </div> </div>	
<input type="checkbox"/> 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) <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 150px; height: 20px;"></div> <div style="border: 1px solid black; width: 150px; height: 20px;"></div> </div> <small>Note: Do not fill-up Validity Period if Permanent</small>	
Requests Performed by: <u></u> <u>2023-07-17</u> <div style="display: flex; justify-content: space-between;"> <span>IT MEMBER</span> <span>Date and Time of Execution</span> </div>	
Related Document: TCT-G007	
Document No.	TCF-G022
Ver.	4
TOYOFLEX CEBU CORPORATION	
Effectivity Date	2022-10-27
Prepared by:	Checked by:
REY DAGATAN	AMADIO ORTIZANO
Approved by:	TAKAFUMI MATSUNAGA
Retention Period	
2 YEARS	