

IT Installation/ Repair Request Form

Record Control NO. : G-IRF-299128-1

2024-07-16

Date of Request

2024-07-16
Manoñita Salan
NAME & SIGNATURE
Prepared By:

2024-07-17
NAME & SIGNATURE
Local Supervisor/Manager

2024-07-19
NAME & SIGNATURE
Japanese Department Manager

Name of User: Manoñita SalanI.D No.: 5452PC Name/No: TFX00692Div/Dep't: GA/BC T-ASSYPosition: Sr. leader

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 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) T-ASSY Packing file (purpose) for reference of ST inspection and copy picture☐ Transfer of PC
from dep't _____ to dep't _____☐ Software
(specify) _____ (purpose) _____☐ Others (specify) _____☐ Firewall Policy

(Select Policy Level Number)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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:

Rushky Estrera
IT MEMBER2024-07-28

Date and Time of Execution

Related Document: TCT-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