

# IT Installation/ Repair Request Form

Date of Request

2022-09-19

JANET DINOLONG  
SIGNATURE

Local Supervisor/Manager

MASAAKI SHIGEMATSU  
SIGNATURE

Japanese Department Manager

Name: ELLA JANE ROSALES (STAFF)

I.D No. 011932

PC Name/No: TFXC0973

Div/Dep't: PR / CAG

Type of Installation

☒ (Entry)

(For Install)

☐ (Exit)

(For Deletion)

☐ R-Pics System

☐ Cybozu/Garoon

☒ E-Mail elajane.rosales.ph@toyoflex.com

☐ Active Directory

☐ Siam System

☐ Data Surfing

☐ Change of PC User

previous user/I.D No.:

current user/I.D No.:

☐ File Server Drive

(specify)

(purpose)

☐ Transfer of PC

from dep't

to dep't

☒ Software

(specify)

TEAMS

(purpose)

For Communication

☐ Others

(specify)

☐ Firewall Policy

(Select Policy Level Number) ( )

Select from 1, 2, 3, 4

Reason for Application

Application for installation of new laptop for new Associate Staff in PR / CAG.

N/A

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:

ARIEL SUARIN

IT MEMBER

2022-09-29 2:20 PM

Date and Time of Execution

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Effectivity Date	2021-04-15	Prepared by:	SUSETTE SURBANO	Checked by:	REY DAGATAN/AMADITO ORTIZANO
		Approved by:	TAKAFUMI MATSUNAGA		