

IT Installation/ Repair Request Form

Date of Request

2021-05-07

[Signature]
Local Supervisor/Manager

[Signature]
Japanese Department Manager

Name: ROSEMARIE RABANO

I.D No. 0395

PC Name/No: JFYC795

Div/Dep't: QA /QC

Type of Installation

☒ (Entry)
(For Install) ☐ (Exit)
(For Deletion)

☐ R-Pics System

☐ Cybozu/Garoon

☐ E-Mail

☐ Active Directory

☐ Siam System

☐ Data Surfing

☐ Change of PC User

previous user/I.D No.:

current user/I.D No.:

☒ File Server Drive

(specify)

CAIDS / AADS PLM, AADS T-MSX

ONLY
(purpose)

CAST
to access CAIDS & check the folder
for checking & signature (Full control)

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☐ Others

(specify)

☒ Firewall Policy

(Select Policy Level Number) (2) Select from 1, 2, 3, 4

Reason for Application

GOOGLE TRANSLATE ONLY

PARTICULARLY RECEIVED EMAIL FROM JAPAN

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:

[Signature]
SUSETTE SURBANO
IT MEMBER

2021-05-07

Date and Time of Execution

Document No.	TCF-G022	Ver.	3	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2021-04-15	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN/MADITO ORTIZANO	TAKAFUMI MATSUNAGA	