

# IT Installation/ Repair Request Form

Date of Request

2023-01-05

2023-01-05  
Alexa Laurence F. Avis  
SIGNATURE

Prepared By:

2023-01-05  
SIGNATURE

Local Supervisor/Manager

for cell  
2023-01-03  
SIGNATURE

Japanese Department Manager

Name of User: Joanah Mae I. Ancajas

I.D No. 12043

PC Name/No: N/A FXC1022

Div/Dep't: PR/PS

Position:

Select the purpose of Application	<input checked="" type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TFJ-S15-G030 form</small>	<input checked="" type="checkbox"/> System Registration and Job Request
-----------------------------------	---	--	---

## (Systems Registration and Job Requests)

<input type="checkbox"/> Cybozu/Garoon	<input type="checkbox"/> Wireless Network
<input checked="" 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 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 dep't _____ to dep't _____	
<input checked="" type="checkbox"/> Software (specify) <u>Please see attachment</u> (purpose) <u>Genbaryoku Project</u>	
<input type="checkbox"/> Others (specify) _____	

## ☒ Firewall Policy

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

Reason for Application Need to access internet and YouTube for research purposes  
related to analysis and improvements projects.

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: CHEILA MATSUNAGA 2023-01-05  
IT MEMBER 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	