

# IT Installation/ Repair Request Form

Date of Request  
2021-11-05

  
**NOEL CAPAO**  
SIGNATURE  
Local Supervisor/Manager

  
SIGNATURE  
Japanese Department Manager

Name: MONA GEE M. GONZA

I.D No. 011194

PC Name/No: TFXC0201

Div/Dep't: PC-SHIPPING

Type of Installation ☒ (Entry) (For Install) ☐ (Exit) (For Deletion)

- ☒ R-Pics System
- ☐ Cybozu/Garoon
- ☒ E-Mail
- ☐ Active Directory
- ☐ Siam System
- ☐ Data Surfing
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP
- ☒ Change of PC User From ID No.: 8476  
previous user/I.D No.: To ID No.: '011194 current user/I.D No.: \_\_\_\_\_
- ☒ File Server Drive 172.16.81.205  
(specify) 172.16.81.210 (purpose) PC SHIPPING RELATED FILES
- ☐ Transfer of PC from dep't \_\_\_\_\_ to dep't \_\_\_\_\_
- ☐ Software (specify) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☐ Others (specify) \_\_\_\_\_
- ☐ Firewall Policy  
(Select Policy Level Number) (3) Select from 1, 2, 3, 4

Reason for Application Internet access for CUSTOMS / PEZA SYSTEM / COURIER BOOKINGS  
and for Airline Tracking that are related to shipping operations.

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: Monica Aguirre 2021-11-05  
IT MEMBER 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/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	