



0934

IT Installation/ Repair Request Form

Date of Request
2022-08-18


Local Supervisor/Manager


Japanese Department Manager

Name: JESSA P. ABEJEROI.D No. 0011953

PC Name/No: _____

Div/Dep't: HUMAN RESOURCE

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) RTC, GASHARD, New Personnel Monitoring, Job Description (purpose) TO VIEW FILES☐ Transfer of PC

from dep't _____ to dep't _____

☐ Software

(specify) _____ (purpose) _____

☐ Others(specify) laptop☒ Firewall Policy

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


Reason for Application HR scope of work requires internet access especially fortraining references, job postings, government updates and work related references.

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:  AGWUPD
IT MEMBER2022-08-20
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	