

## IT Installation/ Repair Request Form

Record Control NO. : G-IRF-292036-12024-01-26

Date of Request

LENDZY MONDEJAR  
NAME & SIGNATURE  
Prepared By:

ARLAN ALONSA  
NAME & SIGNATURE  
Local Supervisor/Manager

ATSUSHI TAKEUCHI  
NAME & SIGNATURE  
Japanese Department Manager

Name of User: LENDZY MONDEJARI.D No.: 009310PC Name/No: TFXC0508Div/Dep't: QAPosition: Junior Staff

Select the purpose of Application	<input type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TCF-G084 form</small>	<input type="checkbox"/> System Registration and Job Request
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## (Systems Registration and Job Requests)

☐ Cybozu/Garoon☐ Wireless Network☐ E-Mail☐ LAN Cable Assembly/Installation☐ Domain ID☐ MS Teams Account☐ PC Reset/Reformat☐ Documentum/Astrux System☐ SAP☐ Toss System

☒ Change of PC User  
previous user/I.D No.: TFC 11892 current user/I.D No.: TFC 9310

☐ File Server Drive  
(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_

☐ Transfer of PC  
from dep't \_\_\_\_\_ to dep't \_\_\_\_\_

☐ Software  
(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_

☐ Others (specify) \_\_\_\_\_

☐ Firewall Policy

(Select Policy Level Number)

☐☐☐☐☐

Select from:

122A33A

Reason for Application : \_\_\_\_\_

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:

IT MEMBER

Date and Time of Execution

Related Document: TCT-007 &amp; TCF-G084

Document No.	TCF-G022	Ver.	5	TOYOFLEX CEBU CORPORATION		Retention Period
Effectivity Date	2023-07-24	Prepared by:	Checked by:	Approved by:		2 YEARS
		RUSHKY ESTRERA	REY DAGATAN	AMADITO ORTIZANO		