

IT Installation/ Repair Request Form

Date of Request

2023-02-24

2023-02-24
JULIAN PRODRIGO
SIGNATURE

Prepared By:

2023-02-24
AYME TORRES
SIGNATURE

Local Supervisor/Manager

2023-02-27
KENSUKE KITAGAWA
SIGNATURE

Japanese Department Manager

Name of User Camille Jumawan

I.D No. 612270

PC Name/No: TFX C0259

Div/Dep't: PE-Process

Position:

| | | | |
|-----------------------------------|--|--|---|
| 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 TFI-515-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 |

☒ Change of PC User
previous user/I.D No.: TFX C0259 current user/I.D No.: 612270

☒ File Server Drive
(specify) ① PRODUCTION ENGINEERING ② DOC ③ Risk Management TARA (purpose) _____

☐ Transfer of PC
from dep't _____ to dep't _____

☐ Software
(specify) _____ (purpose) _____

☐ Others (specify) _____

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

Reason for Application _____
Email: camille.jumawan.ph@toyoplex.com

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] 2023-03-02
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 | |