

# IT Installation/ Repair Request Form

Date of Request  
2022-09-24

2022-09-24  
SIGNATURE  
Local Supervisor/Manager

2022-09-26  
SIGNATURE  
Japanese Department Manager

Name: Suarez, Rey Mart

I.D No. 11703

PC Name/No: TFXC0601

Div/Dep't: PE Division

Type of Installation

☒ (Entry)  
(For Install) ☐ (Exit)  
(For Deletion)

☐ R-Pics System

☐ Cybozu/Garoon

☒ E-Mail reymart.suarez.ph@toyoflex.com

☐ Active Directory

☐ Siam System

☐ Data Surfing

☒ Change of PC User

previous user/I.D No.: Janika Lañas/11261 current user/I.D No.: Rey Mart Suarez/ 11703

☐ File Server Drive

(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_

☐ Transfer of PC

from dep't \_\_\_\_\_ to dep't \_\_\_\_\_

☐ Software

(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_

☒ Others

(specify) MS TEAMS

☐ Firewall Policy

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

Reason for Application For documentation and transaction purposes

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:

ARIEL GUARIN  
IT MEMBER

2022-09-26 12:10 PM  
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	