

# IT Installation/ Repair Request Form

Date of Request  
2023-07-20

2023-07-20  
Jojie Mae Englaterra

Prepared By:

2023-07-20  
SIGNATURE

Local Supervisor/Manager

2023-07-20  
SIGNATURE

Japanese Department Manager

Name of User BIENVEN BUSCAGAN

I.D No. 7167

PC Name/No: TFXC0387

Div/Dep't: FILMECC/PR/ASSY/SDGW

Position: ASST. LEADER

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 TF-J-S15-G030 form</small>	<input checked="" 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.: 5988 (Ema Lofranco) current user/I.D No.: 7167(Bienven Buscagan)
- ☒ File Server Drive  
(specify) Medical Group & Medical Factory (purpose)
- ☐ Transfer of PC  
from dep't to dep't
- ☐ Software  
(specify) (purpose)
- ☐ Others (specify)

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

Reason for Application for data encoding and sending, such as monitoring related to SAP.

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 2023-07-24

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	