

# IT Installation/ Repair Request Form

Date of Request

2022-05-17

2022-05-17  
SIGNATURE

Local Supervisor/Manager

2022-05-17  
SIGNATURE

Japanese Department Manager

Name: Molleth D. Panghulan

I.D No. 11612

PC Name/No: TFXL0895

Div/Dep't: PE / PE

Type of Installation

☒ (Entry)  
(For Install)

☐ (Exit)  
(For Deletion)

☐ R-Pics System

☐ Cybozu/Garoon

☒ E-Mail molleth.panghulan.ph@toyoflex.com

☐ Active Directory

☐ Siam System

☐ Data Surfing

☐ Change of PC User  
previous user/I.D No.: \_\_\_\_\_ current user/I.D No.: \_\_\_\_\_

☒ File Server Drive  
(specify) MEDICAL GROUP & MEDICAL FACTORY (purpose) TO VIEW AND SAVE FILES

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

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

☐ Others (specify) \_\_\_\_\_

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

Reason for Application New Personnel

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: ARIMASUNAGA 2022-05-26 9:00 AM  
IT MEMBER 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	