

IT Installation/ Repair Request Form

Applied

Date of Request

2022-11-07

[Signature]
Local Supervisor/Manager

[Signature] 2022-11-11
YOSHIYUKI MORITA
Japanese Department Manager

Name: SHYLAH MAE FLORECE

I.D No. 006721

PC Name/No.: TFXC0655

Div/Dep't: T-ASSY

Type of Installation

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

☐ R-Pics System

☐ Cybozu/Garoon

☐ E-Mail

☐ Active Directory

☐ Siam System

☐ Data Surfing

☐ Change of PC User

previous user/I.D No.:

☐ Wireless Network

☐ LAN Cable Assembly/Installation

☐ PC Reformat

☐ Documentum/Astrux System

☐ Toss System

☐ SAP

current user/I.D No.:

☐ File Server Drive

(specify)

(purpose)

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☒ Others

(specify)

Microsoft Teams

☒ Firewall Policy

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

Reason for Application FOR INVENTORY DISPOSAL UPDATE

AND TEAM'S SAP MEETING

Email: shylah.florece.ph@toyoflex.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:

SUSETTE SURBANO
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	