

IT Installation/ Repair Request Form

Record Control NO. : G-IRF-244057-1

2024-04-05

Date of Request

NAME & SIGNATURE
Prepared By:NAME & SIGNATURE
Local Supervisor/ManagerNAME & SIGNATURE
Japanese Department Manager

Name of User: Allen Sanchez

I.D No.: 005263

PC Name/No: TFXCO632

Div/Dep't: PE

Position: Associate Staff

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 TCF-G084 form</small>	<input checked="" type="checkbox"/> System Registration and Job Request
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(Systems Registration and Job Requests)

- ☐ Cybozu/Garoon
- ☐ E-Mail
- ☐ Domain ID
- ☐ PC Reset/Reformat
- ☐ SAP
- ☒ Change of PC User
previous user/I.D No.: tfc11299 current user/I.D No.: tfc5263
- ☐ File Server Drive
(specify) (purpose)
- ☐ Transfer of PC
from dep't to dep't
- ☐ Software
(specify) (purpose)
- ☐ Others (specify)
- ☒ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☒ MS Teams Account
- ☐ Documentum/Astrux System
- ☐ Toss System

☐ Firewall Policy

(Select Policy Level Number)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Select from:	1	2	2A	3	3A

Reason for Application :

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:

ORVEINE PAUL ALMAGRO
IT MEMBER

2024-04-15

Date and Time of Execution

Related Document: TCT-007 & TCF-G084

Document No.	TCF-G022	Ver.	5	TOYOFLEX CEBU CORPORATION			Retention Period
Effectivity Date	2023-07-24	Prepared by: RUSHKY ESTRERA		Checked by: REY DAGATAN		Approved by: AMADITO ORTIZANO	2 YEARS