

IT Installation/ Repair Request Form

Date of Request

2024-01-21

ROSEMARIE RABANO
2023-01-21
SIGNATURE

Prepared By:

2023-01-21
CHERRY PIE INSO
SIGNATURE

Local Supervisor/Manager

Kouji Sugimoto
SIGNATURE

Japanese Department Manager

Name of User Christine C. Garsano

I.D No. 009511

PC Name/No: TFX0407

Div/Dep't: WIRE ROPE DRAWING

Position: WORKER 1

Select the purpose of Application

☒ For New PC Issuance Request

☐ (For PC replacement request)
If you check here, attached the signed TFA-SIS-G030 form

☐ System Registration and Job Request

(Systems Registration and Job Requests)

☐ Cybozu/Garoon

☒ E-Mail

☐ Domain ID

☐ PC Reset/Reformat

☐ SAP

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

☐ File Server Drive
(specify) WIRE ROPE REVIEW (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) () Select from 1, 2, 2A, 3, 3A

Reason for Application

Email: Christine.garsano.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: SURETTA RABANO
IT MEMBER

2024-01-05 2:00PM
Date and Time of Execution

Related Document: TCT-G007

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|------------------|------------|--------------|------------------|---------------------------|------------------|
| Document No. | TCT-G022 | Ver. | 4 | TOYOFLEX CEBU CORPORATION | Retention Period |
| Effectivity Date | 2022-10-27 | Prepared by: | Checked by: | Approved by: | 2 YEARS |
| | | REV DAGATAN | AMARITO ORTIZANO | TAKAFUMI MATSUNAGA | |

Applied in CYBOZU

1000745