


IT Installation/ Repair Request Form

Date of Request
14/05/2021


Amadito Ortizano
SIGNATURE
Local Supervisor/Manager


Takafumi Matsunaga
SIGNATURE
Japanese Department Manager

Name: Joefelyn Tomungha

I.D No. 10617

PC Name/No: TFXC 0672

Div/Dep't: General Affairs - EMS Section

Type of Installation	<input checked="" type="checkbox"/> (Entry) (For Install)	<input type="checkbox"/> (Exit) (For Deletion)
<input type="checkbox"/> R-Pics System		<input type="checkbox"/> Chat App/Messenger
<input type="checkbox"/> Cybozu/Garoon		<input type="checkbox"/> Wireless Network
<input type="checkbox"/> E-Mail		<input type="checkbox"/> LAN Cable Assembly/Installation
<input type="checkbox"/> Active Directory		<input type="checkbox"/> PC Reformat
<input type="checkbox"/> Siam System		<input type="checkbox"/> Documentum/Astrux System
<input type="checkbox"/> Data Surfing		<input type="checkbox"/> Toss System
<input checked="" type="checkbox"/> Change of PC User		<input type="checkbox"/> SAP
previous user/I.D No.: <u>10351</u>		current user/I.D No.: <u>10617</u>
<input type="checkbox"/> File Server Drive		
(specify) _____		(purpose) _____
<input type="checkbox"/> Transfer of PC		
from dep't _____		to dep't _____
<input type="checkbox"/> Software		
(specify) _____		(purpose) _____
<input type="checkbox"/> Others		
(pls. specify) _____		

Requests Performed by:

IT Personnel

Date

Document No.	TCF-G022	Ver.	2	Toyoflex Cebu Corporation	Retention Period
Effectivity Date	2018-03-19	Prepared by:	REY DAGATAN	Checked by:	AMADITO ORTIZANO
				Approved by:	TAKAFUMI MATSUNAGA
					2 years