

IT Installation/ Repair Request Form

Date of Request

2022-05-25

[Signature]
SIGNATURE
Local Supervisor/Manager

[Signature]
SIGNATURE
Japanese Department Manager

Name: James Gabriel Z. Acbes

I.D No. 011682

PC Name/No: TF-100122

Div/Dep't: PE - INFRASTRUCTURE

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.:

current user/I.D No.:

☒ File Server Drive

(specify)

Production Engineering

(purpose)

Access to PE Server

☐ Transfer of PC

from dept

to dept

☐ Software

(specify)

(purpose)

☐ Others

(specify)

☐ Firewall Policy

(Select Policy Level Number) (2)

Select from 1, 2, 3, 4

Reason for Application

NEW

P.E. STAFF

ACCESS TO FILE

SERVER

E-MAIL

& REPORTING

EMAIL: gabriel.acbes.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

2022-05-25
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	

NOTE: DOMAIN ALREADY CREATED

#: 10356/12610