

IT Installation/ Repair Request Form

Date of Request

2022-09-28

[Signature]
Local Supervisor/Manager

[Signature] 2022-9-28
Japanese Department Manager

Name: Nicole Yelrish Sabocot
I.D No. 011982
PC Name/No: TF+C0954
Div/Dep't: Human Resource

Type of Installation

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

- ☐ R-Pics System ☐ Wireless Network
☐ Cybozu/Garoon ☐ LAN Cable Assembly/Installation
☐ E-Mail -- ☐ PC Reformat
☐ Active Directory ☐ Documentum/Astrux System
☐ Siam System ☐ Toss System
☐ Data Surfing ☐ SAP
☐ Change of PC User
previous user/I.D No.: _____ current user/I.D No.: _____
☒ File Server Drive (specify) Job Description (purpose) _____
☐ Transfer of PC from dep't _____ to dep't _____
☒ Software (specify) MS Teams (purpose) _____
☐ Others (specify) _____
☐ Firewall Policy
(Select Policy Level Number) () Select from 1, 2, 3, 4

Reason for Application Email: hr-performance.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 2022-10-01
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	