Applied

# IT Installation/ Repair Request Form

| | Date of Request 2022-12-15 |
|---|---|

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| REINERIO REPOLIDON SIGNATURE Prepared By: | HANS SANCHEZ 2022-12-17 SIGNATURE Local Supervisor/Manager | KOUJI SUGIMOTO 2022-12-17 SIGNATURE Japanese Department Manager |

Name of User    JEAN LYCA ANDRINO

I.D No.    011329

PC Name/No:    TFXC0109

Div/Dep't:    WIRE ROPE-STRANDING

Position:

| Select the purpose of Application | For New PC Issuance Request | ☑ (For PC replacement request) If you check here, attached the signed TFJ-S15-G030 form | System Registration and Job Request |
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## (Systems Registration and Job Requests)

☐ Cybozu/Garoon        ☑ Wireless Network

☑ E-Mail        ☑ LAN Cable Assembly/Installation

☐ Domain ID        ☑ MS Teams Account

☐ PC Reset/Reformat        ☐ Documentum/Astrux System

☐ SAP        ☐ Toss System

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

☐ File Server Drive
    (specify) _____ (purpose) _____

☐ Transfer of PC
    from dep't _____ to dep't _____

☐ Software
    (specify) _____ (purpose) _____

☑ Others   (specify) RETAIN SERVER ACCESS | CHANGE PC TO LAPTOP

☐ **Firewall Policy**
    *(Select Policy Level Number)*  *( )*    *Select from 1, 2, 2A, 3, 3A*

*Reason for Application*   For easy splitting the scanned documents for documentum.

_____

_____

*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:* | | |
|---|---|---|
| | IT MEMBER | *Date and Time of Execution* |

Related Document: TCT-G007

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