

IT Installation/ Repair Request Form

Date of Request
2022-02-03

JOY ROXINE
TRELLA
SIGNATURE
Local Supervisor/Manager

2022-02-03
SIGNATURE
Japanese Department Manager

Name: CHRISTA MAY LIM

I.D No. 9770

PC Name/No: TFXC0863

Div/Dep't: PC/PURCHASING

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) _____ (purpose) _____

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

☐ Software
(specify) _____ (purpose) _____

☒ Others (specify) MS TEAMS

☐ Firewall Policy

(Select Policy Level Number) () Select from 1, 2, 3, 4

Reason for Application CHANGE NEW LAPTOP DUE TO CURRENT USE LAPTOP IS LAGGING
AND FREEZING. UNABLE TO PERFORM WELL SPECIFICALLY FOR LARGE FILES.

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

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	