

## IT Installation/ Repair Request Form

Record Control NO. : G-IRF-299133-1

Date of Request

2024-07-16  
MARJIE MONLEON  
NAME & SIGNATURE

Prepared By:

2024-07-16  
MS. JELLA ANGUDONG  
NAME & SIGNATURE

Local Supervisor/Manager

2024-07-19  
MR. MASAMITSU OHSUKA  
NAME & SIGNATURE

Japanese Department Manager

Name of User: Marjie MonleonI.D No.: 8001PC Name/No: TFXC0153Div/Dep't: PC Group / Production PlanningPosition: Associate Staff

Select the purpose of Application	<input type="checkbox"/> For New PC Issuance Request	<input checked="" type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TCF-G084 form</small>	<input type="checkbox"/> System Registration and Job Request
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## (Systems Registration and Job Requests)

☐ Cybozu/Garoon☒ Wireless Network☒ E-Mail - OK☐ LAN Cable Assembly/Installation☐ Domain ID☒ MS Teams Account - OK☐ 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

MU Server, Production control, Inventory Drive, Ordersheet approval, Change of order approval

(purpose) Check data in MU server related in planning, Update manpower plan, uploading ordersheet

☐ Transfer of PC

from dep't \_\_\_\_\_ to dep't \_\_\_\_\_

☐ Software

(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_

☒ Others(specify) CHANGE FROM DESKTOP TO LAPTOP☐ Firewall Policy

(Select Policy Level Number)

Select from:

☐☒☐☐☐

1

2

2A

3

3A

Reason for Application : TRANSFER FROM ID/MU TO PC DEPARTMENT

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:

RUSHKY ESTRERA

IT MEMBER

2024-08-09  
Date and Time of Execution

Related Document: TCF-007 &amp; TCF-G084

Document No.	TCF-G022	Ver.	5	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2023-07-24	Prepared by:	RUSHKY ESTRERA	Checked by:	REY DAGATAN
		Approved by:	AMADITO ORTIZANO		2 YEARS