

IT Installation/ Repair Request Form

Record Control NO. : 4-IRF-241005-1

2024-01-11

Date of Request

J. PORTRIAS
NAME & SIGNATURE
Prepared By:JULIAN MARE G. CONIENDO
NAME & SIGNATURE
Local Supervisor/ManagerNAME & SIGNATURE
Japanese Department Manager

Name of User: JUNARD PORTRIAS

I.D No.: 006641

PC Name/No: TFXC0277

Div/Dep't: T-ASSY PACKING

Position: ASST. LEADER

Select the purpose
of Application☐ For New PC Issuance Request☐ (For PC replacement request)

If you check here, attached the signed TCF-G084 form

☒ System Registration
and Job Request

(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.: TFXC0277/ 0120120 current user/I.D No.: JUNARD PORTRIAS/ 006641

☐ File Server Drive

(specify) (purpose)

☐ Transfer of PC

from dep't to dep't

☐ Software

(specify) (purpose)

☐ Others

(specify)

☐ Firewall Policy

(Select Policy Level Number)

☐☐☐☐☐

Select from:

1

2

2A

3

3A

Reason for Application : Change PC User name since the assigned personnel was resigned.

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-007 & 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				