

# IT Installation/ Repair Request Form

Date of Request  
2020-12-22

2020-12-22  
LISA BENTIMAN  
SIGNATURE  
Local Supervisor/Manager

2020-12-22  
YOSHIYUKI MORITA  
SIGNATURE  
Japanese Department Manager

Name: (CHRISTINE TAOY) CHERYMAE QUIBOQUIBO *JN 2020-12-22*

I.D No. (005781) 008732 *JN 2020-12-22*

PC Name/No: TFXC0673

Div/Dep't: DEVICE / T-ASSY

| Type of Installation                                  | <input checked="" type="checkbox"/> (Entry)<br>(For Install) | <input type="checkbox"/> (Exit)<br>(For Deletion)         |
|---|--|---|
| <input type="checkbox"/> R-Pics System                |  | <input type="checkbox"/> Chat App/Messenger               |
| <input type="checkbox"/> Cybozu/Garoon                |  | <input type="checkbox"/> Wireless Network                 |
| <input type="checkbox"/> E-Mail                       |  | <input type="checkbox"/> LAN Cable Assembly/Installation  |
| <input checked="" type="checkbox"/> Active Directory  |  | <input type="checkbox"/> PC Reformat                      |
| <input type="checkbox"/> Slam System                  |  | <input type="checkbox"/> Documentum/Astrux System         |
| <input type="checkbox"/> Data Surfing                 |  | <input type="checkbox"/> Toss System                      |
| <input checked="" type="checkbox"/> Change of PC User |  | <input type="checkbox"/> SAP                              |
| previous user/I.D No.: <u>CHRISTINE TAOY / 005781</u> |  | current user/I.D No.: <u>CHERYMAE QUIBOQUIBO / 008732</u> |
| <input checked="" type="checkbox"/> File Server Drive |  |   |
| (specify) <u>TERMINAL ASSEMBLY / INVENTORY DRIVE</u>  |  | (purpose) <u>FOR ENCODING (INVENTORY DATA) IMS</u>        |
| <input type="checkbox"/> Transfer of PC               |  |   |
| from dep't _____                                      |  | to dep't _____  |
| <input type="checkbox"/> Software                     |  |   |
| (specify) _____                                       |  | (purpose) _____   |
| <input type="checkbox"/> Others<br>(pls. specify)     |  |   |
| _____   |  |   |
| _____   |  |   |
| _____   |  |   |

Requests Performed by:

*[Signature]*  
IT Personnel

*2020-12-22*  
Date

|                  |            |              |             |                           |                  |                    |
|------------------|------------|--------------|-------------|---------------------------|------------------|--------------------|
| Document No.     | TCF-G022   | Ver.         | 2           | Toyoflex Cebu Corporation |                  | Retention Period   |
| Effectivity Date | 2018-03-19 | Prepared by: | REY DAGATAN | Checked by:               | AMADITO ORTIZANO | Approved by:       |
|                  |            |              |             |                           |                  | TAKAFUMI MATSUNAGA |
|                  |            |              |             |                           |                  | 2 years            |