

IT Installation/ Repair Request Form

Date of Request

2022-05-12

2022-05-12
ELVIE I. TUNDAG
SIGNATURE
Local Supervisor/Manager

2022-05-12
YOSHIYUKI MORIT
SIGNATURE
Japanese Department Manager

Name: Miraluna N. Oyo

I.D No. 005336

PC Name/No: TFXC0662

Div/Dep't: T-ASSY (Tungsten)

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) _____
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP
- ☐ Firewall Policy
(Select Policy Level Number) () Select from 1, 2, 3, 4

Reason for Application for update and concerns in our
New System SAP and also for shipment
concerns.

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: Elvie I. Tundag
IT MEMBER

2022-05-13/11:30 AM
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		