

IT Installation/ Repair Request Form

Date of Request

2022-08-24

NOEL CHAPAO
SIGNATURE

Local Supervisor/Manager

SIGNATURE

Japanese Department Manager

Name: MONA GEE GONZA

I.D No. 011194

PC Name/No: TFX C0921

Div/Dep't: PC - SHIPPING

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

Reason for Application

GOOGLE TRANSLATION

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: MILES VICENT ARANAS
IT MEMBER

2022-08-24
Date and Time of Execution

Document No.	TCF-G022	Ver.	3	TOYOFLEX CEBU CORPORATION	Retention Period
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		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	