

## IT Installation/ Repair Request Form

Record Control NO. : G-IRF-23X026-1

2023-10-02

Date of Request

2023-10-02  
RACHEL DUHAYLUNGSOD  
NAME & SIGNATURE

Prepared By:

JOHN YLRI TORRES  
NAME & SIGNATURE

Local Supervisor/Manager

ATSUSHI TAKEUCHI  
NAME & SIGNATURE

Japanese/Department Manager

Name of User: Jennifer Calaycay

I.D No.: 008825

PC Name/No: TFXC1000

Div/Dep't: QA/QC

Position: Worker II (SID Encoder)

Select the purpose of Application	<input type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TCF-G084 form</small>	<input checked="" type="checkbox"/> System Registration and Job Request
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## (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.: Rachel Duhaylungsod/012060 current user/I.D No.: Jennifer Calaycay/008825

☒ File Server Drive  
(specify)QA/QC & MC (MEDICAL COIL)  
-N/A-

(purpose)

TO BE ABLE TO ACCESS FILES FOR OGC  
DAILY OPERATION AND ACCESS TRUNC COIL  
-N/A- DATABASE☐ Transfer of PC

from dep't N/A to dep't N/A

☐ Software

(specify) N/A (purpose) N/A

☐ Others (specify)

N/A

☐ Firewall Policy

(Select Policy Level Number)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select from:	1	2	2A	3 3A

Reason for Application : N/A

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:

KNAVEN JADE PARAN  
IT MEMBER

2023-10-10

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:	Checked by:	Approved by:		2 YEARS
		RUSHKY ESTRERA	REY DAGATAN	AMADITO ORTIZANO		