

IT Installation/ Repair Request Form

Record Control NO. : 6-IRF-24813-1

2024-07-05

Date of Request

2024-07-05
Denisa Monter
NAME & SIGNATURE

Prepared By:

2024-07-05
Jennifer Solabar / Aldren Cuizon
NAME & SIGNATURE

Local Supervisor/Manager

2024-07-05
Masazaki Otsuka
NAME & SIGNATURE

Japanese Department Manager

Name of User: September Dawn Baang

I.D No.: 8565

PC Name/No: TFXC0682

Div/Dep't: Plastic Molding

Position: Worker II

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)

- | | |
|---|--|
| <input type="checkbox"/> Cybozu/Garoon | <input type="checkbox"/> Wireless Network |
| <input checked="" type="checkbox"/> E-Mail | <input type="checkbox"/> LAN Cable Assembly/Installation |
| <input type="checkbox"/> Domain ID | <input checked="" type="checkbox"/> MS Teams Account |
| <input type="checkbox"/> PC Reset/Reformat | <input type="checkbox"/> Documentum/Astrux System |
| <input type="checkbox"/> SAP | <input type="checkbox"/> Toss System |
| <input type="checkbox"/> Change of PC User
previous user/I.D No.: N/A current user/I.D No.: N/A | |
| <input type="checkbox"/> File Server Drive
(specify) N/A (purpose) N/A | |
| <input type="checkbox"/> Transfer of PC
from dep't N/A to dep't N/A | |
| <input type="checkbox"/> Software
(specify) N/A (purpose) N/A | |
| <input checked="" type="checkbox"/> Others (specify) Change of Email and MS Teams Account from Rosemarie Fano account to September Dawn Baang account. NOTE: Email messages of fano must be saved on the pc of September Dawn Baang for future reference. | |

☐ Firewall Policy

(Select Policy Level Number)

Select from:

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

IT MEMBER

2024-08-02
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:	Checked by:	Approved by:	2 YEARS
		RUSHKY ESTRERA	REY DAGATAN	AMADITO ORTIZANO	