

IT Installation/ Repair Request Form

Date of Request

2022-03-28

2022-03-28 / 2022-03-28
Jennifer Solabar / Nestor Cape
SIGNATURE

Local Supervisor/Manager

2022-03-28
Ryusuke Goto
SIGNATURE

Japanese Department Manager

Name: Denisa Monter

I.D No. 007734

PC Name/No: TFXC0261

Div/Dep't: Plastic Molding

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)

☒ Wireless Network

☐ LAN Cable Assembly/Installation

☐ PC Reformat

☐ Documentum/Astrux System

☐ Toss System

☐ SAP

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☒ Others

(specify)

CHANGE DESKTOP TO LAPTOP UNIT

☐ Firewall Policy

(Select Policy Level Number) (3)

Select from 1, 2, 3, 4

Reason for Application

Need to change to laptop unit for the transition

of SAP System training and application.

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:

SUSETTE SURBANO
IT MEMBER

2022-03-28

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	