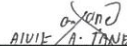



IT Installation/ Repair Request Form

Record Control NO. : G-IRF-292025-1

2024-02-13

Date of Request


AIVIE A. Taneo
NAME & SIGNATURE
Prepared By:


DENNIS BERNALDES
NAME & SIGNATURE
Local Supervisor/Manager


DAISUKE NAKAYAMA
NAME & SIGNATURE
Japanese Department Manager

Name of User: Aivie A. TaneoI.D No.: 008072PC Name/No: TFXC0025Div/Dep't: Wire Rope / Support groupPosition: Asst. Leader

Select the purpose of Application	<input type="checkbox"/> For New PC Issuance Request	<input checked="" type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TCF-G084 form</small>	<input type="checkbox"/> System Registration and Job Request
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(Systems Registration and Job Requests)

☐ Cybozu/Garoon☒ E-Mail☐ Domain ID☐ PC Reset/Reformat☒ SAP☒ Change of PC Userprevious user/I.D No.: TFXC0025 current user/I.D No.: TFXC0867☐ File Server Drive

(specify) _____ (purpose) _____

☐ Transfer of PC

from dep't _____ to dep't _____

☐ Software

(specify) _____ (purpose) _____

☒ Others

(specify) _____

☐ 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 :

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

2024-02-13

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	