

# IT Installation/ Repair Request Form

Date of Request

2023-03-24

*[Signature]*  
2023-03-24  
Ralph Joseph Capalac  
SIGNATURE

Prepared By:

*[Signature]*  
2023-03-24  
Honey Lane Montecillo  
SIGNATURE

Local Supervisor/Manager

*[Signature]*  
2023-03-25  
Lui Restauo  
SIGNATURE

Japanese Department Manager

*[Signature]*  
2023-07-07

Name of User: Melodie ~~Rallozo~~ ROLLORAZO

I.D No. 9776

PC Name/No: \_\_\_\_\_

Div/Dep't: QA / QC

Position: QC Asst. Leader

Select the purpose of Application	<input checked="" type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TFJ-S15-G030 form</small>	<input type="checkbox"/> System Registration and Job Request
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## (Systems Registration and Job Requests)

- ☐ Cybozu/Garoon
- ☒ E-Mail tcnqa-qc11-ph@toyoflex.com *[Signature]* 2023-07-07
- ☐ Domain ID tcnqa-qc13@toyoflex.com
- ☐ PC Reset/Reformat
- ☒ SAP
- ☐ Change of PC User  
previous user/I.D No.: \_\_\_\_\_ current user/I.D No.: \_\_\_\_\_
- ☒ File Server Drive (specify) Medical Factory (purpose) View important files necessary for QC related documents  
Medical Group
- ☐ Transfer of PC  
from dep't \_\_\_\_\_ to dep't \_\_\_\_\_
- ☒ Software (specify) MS Office Tools (purpose) To generate the QC report
- ☐ Others (specify) \_\_\_\_\_
- ☒ Wireless Network
- ☒ LAN Cable Assembly/Installation
- ☒ MS Teams Account
- ☐ Documentum/Astrux System
- ☐ Toss System

## Firewall Policy

(Select Policy Level Number) ( 1 ) Select from 1, 2, 2A, 3, 3A

Reason for Application Additional laptop for QC SDGW use for encoding in the database

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: DIANN ARKELADO

IT MEMBER

2023-06-20

Date and Time of Execution

Related Document: TCT-G007

Document No.	TCF-G022	Ver.	4	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2022-10-27	Prepared by:	Checked by:	Approved by:	2 YEARS
		REY DAGATAN	AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	