

# IT Installation/ Repair Request Form

Date of Request  
2020-02-20

2020-02-20  
Local Supervisor/Manager  
SIGNATURE

2020-02-20  
Japanese Department Manager  
SIGNATURE

Name: JENNIFER ROJAS and ANAGN RIZON  
I.D No. 005124 and 008803  
PC Name/No: TFXC0256 and TFXC0100  
Div/Dep't: T-ACSY

Type of Installation	<input type="checkbox"/> (Entry) (For Install)	<input type="checkbox"/> (Exit) (For Deletion)
<input type="checkbox"/> R-Pics System		<input type="checkbox"/> Chat App/Messenger
<input type="checkbox"/> Cybozu/Garoon		<input type="checkbox"/> Wireless Network
<input type="checkbox"/> E-Mail		<input type="checkbox"/> LAN Cable Assembly/Installation
<input type="checkbox"/> Active Directory		<input type="checkbox"/> PC Reformat
<input type="checkbox"/> Slam System		<input type="checkbox"/> Documentum/Astrux System
<input type="checkbox"/> Data Surfing		<input type="checkbox"/> Toss System
<input checked="" type="checkbox"/> Change of PC User previous user/I.D No.: TFXC0256 / 005124		<input type="checkbox"/> SAP current user/I.D No.: TFXC0100 / 008803
<input type="checkbox"/> File Server Drive (specify) _____		(purpose) _____
<input type="checkbox"/> Transfer of PC from dep't _____		to dep't _____
<input type="checkbox"/> Software (specify) _____		(purpose) _____
<input type="checkbox"/> Others (pls. specify) _____		

Requests Performed by:

CUETTE KUREBANO  
IT Personnel

2020-02-20

Date

Document No.	TCF-G022	Var.	2	Toyoflex Cebu Corporation		Retention Period
Effectivity Date	2018-03-19	Prepared by:	REY DAGATAN	Checked by:	AMADITO ORTIZANO	Approved by:
						TAKAFUMI MATSUNAGA
						2 years