

IT Installation/ Repair Request Form

Date of Request
2022-11-21


Mary Grace Pino
SIGNATURE

Prepared By:


George Apiag Jr.
SIGNATURE

Local Supervisor/Manager


Yasuhito Shoyama
SIGNATURE

Japanese Department Manager

Name of User Marni Martel

I.D No. 11872

PC Name/No: TFXC0991

Div/Dep't: M-PRO/COIL

Position: Associate Staff

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 TFJ-S15-G030 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 type="checkbox"/> E-Mail | <input type="checkbox"/> LAN Cable Assembly/Installation |
| <input type="checkbox"/> Domain ID | <input checked="" type="checkbox"/> MS Teams Account
<i>Not license, A pp only 2022.11.22</i> |
| <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.: _____ current user/I.D No.: _____ | |
| <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 (specify) _____ | |

Firewall Policy

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

Reason for Application Need to have internet access for reference on how to make reports.

MS Teams use Guest Account.

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 Date and Time of Execution 2022-12-14

Related Document: TCT-G007

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