

# IT Installation/ Repair Request Form

Date of Request

2022-07-08

*[Signature]*  
Raniga - Apo  
Local Supervisor/Manager

*[Signature]*  
Koji Sugimoto  
Japanese Department Manager

Name: JEAN LYCA ANDRINO

I.D No. 011329

PC Name/No: TEXC0109

Div/Dep't: WR - STRANDING

Type of Installation

☒ (Entry)  
(For Install) ☐ (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"/> Siam 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 | <input type="checkbox"/> SAP                             |
| previous user/I.D No.: <u>TFC9709</u>                 | current user/I.D No.: <u>TFC11329</u>                    |
| <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: *[Signature]*  
SUSETTE SURBANO  
IT Personnel

2022-07-08  
Date

|                  |            |              |             |                           |                    |
|------------------|------------|--------------|-------------|---------------------------|--------------------|
| Document No.     | TCF-G022   | Ver.         | 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            |