

IT Installation/ Repair Request Form

Record Control NO. : G-IRF-241087-1

2024-06-21

Date of Request

LEONARDO DEJARA
NAME & SIGNATURE
Prepared By:

Local Supervisor/Manager
NAME & SIGNATURE
Local Supervisor/Manager

Japanese Department Manager
NAME & SIGNATURE
Japanese Department Manager

Name of User: Rassel Dagadie

I.D No.: 005624

PC Name/No: TFC0938

Div/Dep't: QA

Position: Senior leader

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 TCF-G084 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 checked="" type="checkbox"/> E-Mail | <input type="checkbox"/> LAN Cable Assembly/Installation |
| <input type="checkbox"/> Domain ID | <input type="checkbox"/> MS Teams Account |
| <input type="checkbox"/> PC Reset/Reformat | <input type="checkbox"/> Documentum/Astrux System |
| <input type="checkbox"/> SAP | <input type="checkbox"/> Toss System |

<input checked="" type="checkbox"/> Change of PC User previous user/I.D No.: <u>TFC11900</u>	current user/I.D No.: <u>TFC 5624</u>
<input type="checkbox"/> File Server Drive (specify) _____	(purpose) _____
<input type="checkbox"/> Transfer of PC from dep't <u>N/A</u>	to dep't <u>N/A</u>
<input type="checkbox"/> Software (specify) _____	(purpose) _____
<input type="checkbox"/> Others (specify) _____	_____

☐ Firewall Policy

(Select Policy Level Number)

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

2024-06-28

Date and Time of Execution

Related Document: TCF-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	