

## IT Installation/ Repair Request Form

Record Control NO. : G-1RF-244031-1

2024-03-13

Date of Request

  
Celestina Nacua  
NAME & SIGNATURE

Prepared By:

  
2024-03-14  
Don Reymund Reyes  
NAME & SIGNATURE

Local Supervisor/Manager

  
Yasuhito Shoyama  
NAME & SIGNATURE

Japanese Department Manager

Name of User: John Paul Santiago

I.D No.: 11338

PC Name/No: TFXC-0834

Div/Dep't: MPRO/CORE

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 TCF-G084 form</small>	<input type="checkbox"/> System Registration and Job Request
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## (Systems Registration and Job Requests)

☐ Cybozu/Garoon☐ Wireless Network☐ E-Mail☐ LAN Cable Assembly/Installation☐ Domain ID☐ MS Teams Account☐ PC Reset/Reformat☐ Documentum/Astrux System☐ SAP☐ Toss System☐ Change of PC User

previous user/I.D No.: \_\_\_\_\_ current user/I.D No.: \_\_\_\_\_

File Server Drive

(specify) 172.16.81.205 (purpose) To access SIL and STO information needed for production side

☐ Transfer of PC

from dep't \_\_\_\_\_ to dep't \_\_\_\_\_

☐ Software

(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_

☐ 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:

  
KNAVEN JADE PARAN  
IT MEMBER

2024-03-15 1:20 pm

Date and Time of Execution

Related Document: TCT-007 &amp; 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	