

IT Installation/ Repair Request Form

Date of Request

2023 - 05 - 17

[Signature] 2023-05-17
SIGNATURE

Prepared By:

2023-05-17
[Signature]
ELVIE I. TUNDAG
SIGNATURE

Local Supervisor/Manager

[Signature] 2023-5-18
SIGNATURE

Japanese Department Manager

Name of User LAIZA CAMEL N. CARREONI.D No. 012235PC Name/No: LENDVO / TFXC1032Div/Dep't: T- AssyPosition: Staff / Production Planner

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 TFX-S15-G030 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) _____ (purpose) _____
- ☐ Transfer of PC
from dep't _____ to dep't _____
- ☐ Software
(specify) _____ (purpose) _____
- ☐ Others (specify) _____

☐ Firewall Policy

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

Reason for Application Easy access in receiving and forwarding information.

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: *[Signature]*

IT MEMBER

2023-05-22

Date and Time of Execution

Related Document: TCF-G007

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