

IT Installation/ Repair Request Form

Date of Request

2023-04-28

2023-04-28
EDRIAN JAKE OCLARIT
SIGNATURE

Prepared By:

2023-04-28
HANS SANCHEZ
SIGNATURE

Local Supervisor/Manager

2023-04-28
KOWI SUGIMOTO
SIGNATURE

Japanese Department Manager

Name of User EDRIAN JAKE OCLARITI.D No. 012191PC Name/No: TPXC1018Div/Dep't: WIRE ROPE - STRANDINGPosition: ASSOCIATE STAFFSelect the purpose of
Application☐ For New PC Issuance Request☐ (For PC replacement request)

If you check here, attached the signed TFI-S15-G030 Item

☒ System Registration
and Job Request

(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)

AUTOCAD 2023

(purpose)

FLOOR LAYOUT AND JIG DRAWINGS☐ Others

(specify)

☐ Firewall Policy

(Select Policy Level Number) (3)

Select from 1, 2, 2A, 3, 3A

Reason for Application

FOR RESEARCH PURPOSES REGARDINGAUTOCAD AND OTHER WORK-RELATED INFORMATION (ex.,excel formulas, machine maintenance)

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:

Rushkoff, O. Estremera
MEMBER

2023-04-29

2023-09-29
Date and Time of Execution

Related Document: TCT-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		