

IT Installation/ Repair Request Form

Record Control NO. : G-IRF-248090-1

2024-07-18

Date of Request

APRYLL EUGIELY ANGIE A. DALES
NAME & SIGNATURE

Prepared By:

NAME & SIGNATURE
Local Supervisor/Manager

Local Supervisor/Manager

NAME & SIGNATURE
Japanese Department Manager

Japanese Department Manager

Name of User: Apryll Eugiely Angie A. DalesI.D No.: 005858PC Name/No: TFXC0683Div/Dep't: T-ASSY-CONTROL GROUPPosition: 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)

- ☐ 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
- ORDER SHEET FOR APPROVAL AND CHANGE OF SHIPMENT SCHEDULE FOR APPROVAL (specify) _____ (purpose) _____ TO HAVE ACCESS IN SAVING THE APPROVED ORDER SHEET AND CHANGE OF SHIPMENT SCHEDULE (COSS)
- ☐ 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 ☐ 3AReason for Application : STATUS : OK-44A (ALREADY ADDED)

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:

SUSETTE KURDANO
IT MEMBER2024-07-23 / 7:44AM

Date and Time of Execution

Related Document: TCT-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	