

## IT Installation/ Repair Request Form

Record Control NO. : G-IRF-2024-01

2024-06-29

Date of Request

2024-06-29  
A. PEREPEREW  
NAME & SIGNATURE  
Prepared By:

2024-07-01  
B. OMANE  
NAME & SIGNATURE  
Local Supervisor/Manager

2024-07-01  
NAME & SIGNATURE  
Japanese Department Manager

Name of User: REYNA DEALAGDON

I.D No.: 11826

PC Name/No: TFXC1012

Div/Dep't: M-PRO/PR/CORE(SDGW)

Position: WORKER I

Select the purpose  
of Application☐ For New PC Issuance Request☐ (For PC replacement request)

If you check here, attached the signed TCF-G084 form

☒ 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) 172.16.81.205/order sheets for approval/  
MPRO/2024/Monthly folder (purpose) To monitor, save and confirm STO and SIL☐ 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:

SHEILA M. MANGIN  
IT MEMBER

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:	RUSHKY ESTRERA	Checked by:	REY DAGATAN
		Approved by:	AMADITO ORTIZANO		2 YEARS