

IT Installation/ Repair Request Form

Date of Request

2021-06-07

2021-06-07
ELVIE TUNDAS
SIGNATURE
Local Supervisor/Manager

2021-06-08
YOSHIYUKI MORITA
SIGNATURE
Japanese Department Manager

Name: Mae Sordilla

I.D No. 009875

PC Name/No: TFXC0673

Div/Dep't: T-ASSY

Type of Installation

☒ (Entry)
(For Install) ☐ (Exit)
(For Deletion)

☐ R-Pics System

☐ Cybozu/Garoon

☐ E-Mail

☒ Active Directory

☐ Siam System

☐ Data Surfing

☒ Change of PC User

previous user/I.D No.:

008732

current user/I.D No.:

009875

☐ File Server Drive

(specify)

T-ASSY PRODUCTION

(purpose)

TO HAVE AN ACCESS T-ASSY STAFF

☐ Transfer of PC

from dept

to dept

☐ Software

(specify)

(purpose)

☐ Others

(specify)

☒ Firewall Policy

(Select Policy Level Number) (1)

Select from 1, 2, 3, 4

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:

REY DAGATANAMADITO ORTIZANO
IT MEMBER

2021-07-06

Date and Time of Execution

Document No.	TCF-G022	Ver.	3	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2021-04-15	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATANAMADITO ORTIZANO	TAKAFUMI MATSUNAGA	