

# IT Installation/ Repair Request Form

Date of Request  
2022-12-23

*Alexia Laurence F. Avis*  
2022-12-23  
SIGNATURE

Prepared By:

*[Signature]*  
2022-12-23  
SIGNATURE

Local Supervisor/Manager

*[Signature]*  
2022-12-23  
SIGNATURE

Japanese Department Manager

Name of User: James Meg Joshua Daguinotas

I.D No. 12252

PC Name/No: N/A TFXC1044

Div/Dep't: PR/PS

Position:

Select the purpose of Application	<input checked="" type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TFJ-S15-G030 form</small>	<input checked="" type="checkbox"/> 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) Please see attachment (purpose) Genbaryoku Project (programming) *2022-12-23*
- ☐ Others (specify) \_\_\_\_\_

## Firewall Policy

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

Reason for Application Need to access internet and YouTube for research purposes  
related to analysis and improvements projects.

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: *ORVILLE PAUL ALMAGRO*  
IT MEMBER

2023-01-25  
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	