

# IT Installation/ Repair Request Form

Date of Request  
2023-03-16

*Josephine Cuadero*  
2023-03-16  
JOSEPHINE CUADERO  
SIGNATURE

Prepared By:

*J. Larovis*  
2023-03-17  
J. Larovis  
SIGNATURE

Local Supervisor/Manager

*M. Otsuka*  
2023-3-20  
M. Otsuka  
SIGNATURE

Japanese Department Manager

Name of User JOSEPHINE CUADERO

I.D No. 6015

PC Name/No: TFXC0674

Div/Dep't: M.U.

Position:

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 TFJ-S15-G030 form</small>	<input type="checkbox"/> System Registration and Job Request
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## (Systems Registration and Job Requests)

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|--|--|
| <input type="checkbox"/> Cybozu/Garoon   | <input type="checkbox"/> Wireless Network                |
| <input checked="" type="checkbox"/> E-Mail   | <input type="checkbox"/> LAN Cable Assembly/Installation |
| <input type="checkbox"/> Domain ID   | <input type="checkbox"/> MS Teams Account                |
| <input type="checkbox"/> PC Reset/Reformat   | <input type="checkbox"/> Documentum/Astrux System        |
| <input type="checkbox"/> SAP   | <input type="checkbox"/> Toss System                     |
| <input type="checkbox"/> Change of PC User<br>previous user/I.D No.: _____ current user/I.D No.: _____ |  |
| <input type="checkbox"/> File Server Drive<br>(specify) _____  | (purpose) _____  |
| <input type="checkbox"/> Transfer of PC<br>from dep't _____  | to dep't _____   |
| <input type="checkbox"/> Software<br>(specify) _____   | (purpose) _____  |
| <input type="checkbox"/> Others (specify) _____  |  |

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

Reason for Application for consumable quotation transactions and SAP transactions.

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 Dagatan*  
IT MEMBER

2023-03-20  
Date and Time of Execution

Related Document: TCF-G007

Document No.	TCF-G022	Ver.	4	TOYOFLEX CEBU CORPORATION			Retention Period
Effectivity Date	2022-10-27	Prepared by: REY DAGATAN		Checked by: AMADITO ORTIZANO		Approved by: TAKAFUMI MATSUNAGA	2 YEARS