

# IT Installation/ Repair Request Form

Date of Request

2022-06-08

*[Signature]*  
2022-06-08  
Nestor Cape  
SIGNATURE

Local Supervisor/Manager

*[Signature]*  
2022-06-08  
Ryusuke Sato  
SIGNATURE

Japanese Department Manager

Name: Donna Mae Tirol

I.D No. 008996

PC Name/No: TFXC0417

Div/Dep't: Plastic Molding

Type of Installation

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

- ☐ R-Pics System
- ☐ Cybozu/Garoon ☐ Wireless Network
- ☐ E-Mail ☐ LAN Cable Assembly/Installation
- ☐ Active Directory ☐ PC Reformat
- ☐ Siam System ☐ Documentum/Astrux System
- ☐ Data Surfing ☐ Toss System
- ☐ Change of PC User ☒ SAP  
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) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☒ Others (specify) CHANGE DESKTOP TO LAPTOP UNIT
- ☐ Firewall Policy  
(Select Policy Level Number) ( ) N/A Select from 1, 2, 3, 4

Reason for Application Need to change to laptop unit for the transition  
of SAP System training and 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: SUSETTE SURBANO  
IT MEMBER

2022-06-08  
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 DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	