

IT Installation/ Repair Request Form

Date of Request

2022-03-31

Julie Ann Rodrigo
 JULIE ANN RODRIGO
 SIGNATURE

Local Supervisor/Manager

Yuji Naba
 YUJINABA-03-31
 SIGNATURE

Japanese Department Manager

Name: Kierstine Kate GungobI.D No. 011328PC Name/No: FXC0567Div/Dep't: PE - Division

Type of Installation

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

☐ R-Pics System☐ Cybozu/Garoon☒ E-Mail☒ Active Directory☐ Siam System☐ Data Surfing☒ Change of PC Userprevious user/I.D No.: TFC 10250current user/I.D No.: 011328☒ File Server Drive(specify) competence records (purpose) _____☐ Transfer of PC

from dep't _____ to dep't _____

☐ Software

(specify) _____ (purpose) _____

☐ Others

(specify) _____

☐ Firewall Policy

(Select Policy Level Number) () Select from 1, 2, 3, 4

Reason for Application Need to access the QA/QC server for the needed documentation in PE as the assigned SDC I need to access the server.

The current I.D number used was from the previous SDC and some servers were no longer accessible.

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: SAD

IT MEMBER

Date and Time of Execution 02-02-02

Document No.	TCF-G022	Ver.	3	TOYOFLEX CEBU CORPORATION		Retention Period
Effectivity Date	2021-04-15	Prepared by:	Checked by:	Approved by:		2 YEARS
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FROM USER'S DESKTOP