

IT Installation/ Repair Request Form

Date of Request

2023-07-06

2023-07-06
Dessa Ouano
SIGNATURE

Prepared By:

2023-07-06
Celi Liana Cruz
SIGNATURE

Local Supervisor/Manager

2023-07-06
Lui Restauro
SIGNATURE

Department Manager

Name of User Jun Nicole Ylanan

I.D No. 12469

PC Name/No:

Div/Dep't: QA/QA

Position: QA Associate Staff

Select the purpose of Application	<input type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request)	<input checked="" type="checkbox"/> System Registration and Job Request
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(Systems Registration and Job Requests)

- ☐ Cybozu/Garoon ☒ Wireless Network
- ☒ E-Mail junnicole.ylanan.ph@toyoflex.com ☒ 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.: Novie Jean Mondido (12036) current user/I.D No.: Jun Nicole Ylanan (12469)
- ☒ File Server Drive
(specify) Medical Factory Medical Group (purpose) View important files necessary for QA related documents
- ☐ Transfer of PC
from dep't to dep't
- ☒ Software
(specify) MS Office Tools (purpose) To generate the QA report
- ☐ Others (specify)

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

Reason for Application Change user name from 'Novie Jean Mondido (12036) to Jun Nicole Ylanan (12469)

N/A

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: SHEILA MALINGIN
IT MEMBER Date and Time of Execution 10:14-02-15

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	