

IT Installation/ Repair Request Form

Date of Request
2022-09-19

Janet Dinulong
JANET DINULONG
SIGNATURE
Local Supervisor/Manager

Yasurito Shoyama
YASURITO SHOYAMA
SIGNATURE
Japanese Department Manager

Name: ANACITA SAGNOY (STAFF)

I.D No. 012011

PC Name/No: TFXC0979

Div/Dep't: M-PRO / M-PRO

Type of Installation

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

☐ R-Pics System

☐ Cybozu/Garoon

☒ E-Mail *anacita.sagnoy.ph@toyoflex.com*

☐ Active Directory

☐ Siam System

☐ Data Surfing

☐ 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) *TEAMS* (purpose) *for communication*

☐ Others

(specify) _____

☐ Firewall Policy

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

Reason for Application Application for installation of new laptop for new Associate Staff in M-PRO.

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:

Ariel Guarin
ARIEL GUARIN
IT MEMBER

2022-09-19 1:40 PM
Date and Time of Execution

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Effectivity Date	2021-04-15	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	