

IT Installation/ Repair Request Form

Date of Request
2022-10-25

2022-10-26
JANET DINULONG
SIGNATURE
Local Supervisor/Manager

2022-10-26
JUN KIKUCHI
SIGNATURE
Japanese Department Manager

Name: ANTONNETE YANUARIO (STAFF)

I.D No. 12097

PC Name/No:

Div/Dep't: ASSY / SPGW

Type of Installation

☒ (Entry)
(For Install)

☐ (Exit)
(For Deletion)

☐ R-Pics System

☐ Cybozu/Garoon

☒ E-Mail

☐ 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) (purpose)

☐ Others

(specify)

☐ Firewall Policy

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

Reason for Application Application for new staff of ASSY/SPGW.

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:

ABRADA CLYDE
IT MEMBER

2023-02-15 8:38 AM
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	