

IT Installation/ Repair Request Form

Approved

Date of Request

2022-12-13

2022-12-13
Signature
Prepared By:

MARIO BERGANCIA
Signature
Local Supervisor/Manager

Signature
YUJINABA
Japanese Department Manager

Name of User Ma. Regila Delos Santos

I.D No. 02192

PC Name/No: TFX0259 (TFXC0259)

Div/Dep't: PE-PROCESS

Position:

Select the purpose of Application	<input type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TFJ-S15-G030 form</small>	<input checked="" type="checkbox"/> System Registration and Job Request
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(Systems Registration and Job Requests)

- ☐ Cybozu/Garoon
- ☒ E-Mail
- ☐ Domain ID
- ☐ PC Reset/Reformat
- ☐ SAP
- ☐ Change of PC User
previous user/I.D No.: _____ current user/I.D No.: _____
- ☒ File Server Drive (specify) Production Engineering (purpose) _____
Risk Management AREA
DOCSM
QA QC > DDC
- ☐ Transfer of PC
from dep't _____ to dep't _____
- ☐ Software (specify) _____ (purpose) _____
- ☐ Others (specify) _____
- ☒ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ MS Teams Account
- ☐ Documentum/Astrux System
- ☐ Toss System

☐ Firewall Policy

(Select Policy Level Number) (1)

Select from 1, 2, 2A, 3, 3A

Reason for Application

Email: ma.regila.delassantos.ph@toyoflex.com

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:

Param Francis Jada
IT MEMBER

2022-12-23

Date and Time of Execution

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	