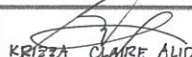



IT Installation/ Repair Request Form

Record Control NO.: G-IRF-247093-12024-06-27

Date of Request


 KRISTA CLARE ALDO
 NAME & SIGNATURE
 Prepared By:


 JIM SHERON
 NAME & SIGNATURE
 Local Supervisor/Manager


 YUJI INABA
 NAME & SIGNATURE
 Japanese Department Manager

Name of User: WONNE PANALONI.D No.: 005713PC Name/No: TFXC0399Div/Dep't: WIRE ROPE - STRANDINGPosition: WORKER 1

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 TCF-G084 form</small>	<input checked="" type="checkbox"/> System Registration and Job Request
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(Systems Registration and Job Requests)

- ☐ Cybozu/Garoon
 ☐ Wireless Network
- ☐ E-Mail
 ☐ 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.: N/A current user/I.D No.: N/A
- File Server Drive
 (specify) N/A (purpose) N/A
- ☐ Transfer of PC
 from dept N/A to dept N/A
- ☐ Software
 (specify) N/A (purpose) N/A
- ☒ Others (specify) ACCESS TO PE-EQUIPMENT DATABASE (SCANNED FILES) MACHINE REGISTRATION

☐ Firewall Policy

(Select Policy Level Number)

☐ ☐ ☐ ☐ ☐
 Select from: 1 2 2A 3 3A

Reason for Application : N/A

N/A

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:


 KNAVEN JADE PARAN

IT MEMBER

2024-06-28 12:50 pm

Date and Time of Execution

Related Document: TCF-G07 & TCF-G084

Document No.	TCF-G022	Ver.	5	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2023-07-24	Prepared by:	Checked by:	Approved by:	2 YEARS
		RUSHKY ESTRERA	REY BAGATAN	AMADITO ORTIZANO	