IT Installation/ Repair Request Form

Date of Request
2022-10-26

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

2022-10-26
JUN KIKUCHI
SIGNATURE
Japanese Department Manager

Name: JENNIFER MAÑABO (STAFF)

I.D No. 12078

PC Name/No: TFXC1039

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

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.: _____

☐ File Server Drive
   (specify) _____

☐ Transfer of PC
   from dep't _____

☐ Software
   (specify) _____

☐ Others   (specify) _____

☑ Wireless Network

☐ LAN Cable Assembly/Installation

☐ PC Reformat

☐ Documentum/Astrux System

☐ Toss System

☐ SAP
current user/I.D No.: _____

(purpose) _____

to dep't _____

(purpose) _____

☑ **Firewall Policy**

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

Reason for Application   Application for new staff of M-PRO and accessing the internet for reference

in making of reports.

Email: jennifer.mañabo.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: _____
IT MEMBER

2023-02-02
Date and Time of Execution

Document No.	TCF-G022	Ver.	3	TOYOFLEX CEBU CORPORATION		Retention Period
Effectivity Date	2021-04-15	Prepared by: SUSETTE SURBANO		Checked by: REY DAGATAN/AMADITO ORTIZANO	Approved by: TAKAFUMI MATSUNAGA	2 YEARS