
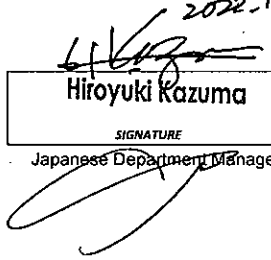


IT Installation/ Repair Request Form

Date of Request 2022 - 11-03					
 Prepared By:	NA Local Supervisor/Manager				
 Hiroyuki Kazuma Japanese Department Manager					
Name of User <u>Joan Casul</u>					
I.D No. <u>012155</u>					
PC Name/No: <u>TFXC1004</u>					
Div/Dep't: <u>HR</u>					
Position:					
Select the purpose of Application	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> For New PC Issuance Request (Laptop) </div> <div style="width: 45%;"> <input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TFJ-S15-G030 form</small> </div> </div> <div style="text-align: right;"> <input type="checkbox"/> System Registration and Job Request </div>				
(Systems Registration and Job Requests)					
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Cybozu/Garoon <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> Domain ID <input type="checkbox"/> PC Reset/Reformat <input type="checkbox"/> SAP <input type="checkbox"/> Change of PC User previous user/I.D No.: _____ current user/I.D No.: _____ <input checked="" type="checkbox"/> File Server Drive (specify) <u>GA Share, Training, QM/Oc, RMS common</u> <u>HRIS</u> <u>Competence Record</u> (purpose) <input type="checkbox"/> Transfer of PC from dep't _____ to dep't _____ <input checked="" type="checkbox"/> Software (specify) <u>HRIS</u> (purpose) _____ <input type="checkbox"/> Others (specify) _____ </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> Wireless Network <input type="checkbox"/> LAN Cable Assembly/Installation <input checked="" type="checkbox"/> MS Teams Account <input type="checkbox"/> Documentum/Astrux System <input type="checkbox"/> Toss System </div> </div>					
<input type="checkbox"/> Firewall Policy (Select Policy Level Number) (2A) Select from 1, 2, 2A, 3, 3A					
Reason for Application <u>3</u> <u>Training needs to prepare presentations that</u> <u>needs research (esp. to books & other references)</u>					
Policy Validity Period Date From (yyyy/mm/dd) Date To (yyyy/mm/dd) <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 150px; height: 20px;"></div> <div style="border: 1px solid black; width: 150px; height: 20px;"></div> </div> <small>Note: Do not fill-up Validity Period if Permanent</small>					
Requests Performed by: <u>PARAN, KENNETH JADE</u> <u>2022 - 11 - 10</u> IT MEMBER Date and Time of Execution					
Related Document: TCF-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	