

IT Installation/ Repair Request Form

Record Control NO. : G-IRF-249150-12024-08-13

Date of Request

2024-08-13
MARJIE MONLEON
NAME & SIGNATURE
Prepared By:

2024-08-13
MS. JELLY ANGLONG
NAME & SIGNATURE
Local Supervisor/Manager

2024-08-13
MR. MASAOKI OTSUKA
NAME & SIGNATURE
Japanese Department Manager

Name of User: Marjie MonleonI.D No.: 008001PC Name/No: TFXC0920Div/Dep't: PC Group / Production PlanningPosition: Associate Staff

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 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.: _____ current user/I.D No.: _____
- ☒ File Server Drive
(specify) PLM SERVER (purpose) Check data in server related in planning and status in production
- ☐ Transfer of PC
from dep't _____ to dep't _____
- ☐ Software
(specify) _____ (purpose) _____
- ☒ Others (specify) _____

☐ Firewall Policy

(Select Policy Level Number)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Select from:	1	2	2A	3	3A

Reason for Application : _____

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 MADE PARAN
IT MEMBER

2024-08-16

Date and Time of Execution

Related Document: TCT-007 & TCF-G084

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