

# IT Installation/ Repair Request Form

Date of Request

2023-06-03

2023-06-03  
JENNIFER RUBEN  
SIGNATURE

Prepared By:

2023-06-03  
JENNIFER RUBEN  
SIGNATURE

Local Supervisor/Manager

2023-06-03  
JENNIFER RUBEN  
SIGNATURE

Japanese Department Manager

Name of User: Jay Mark Monterona

I.D No. 12470

PC Name/No: TFXC 1112

Div/Dep't: PR/PS

Position: Associate Staff

Select the purpose of Application

☒ For New PC Issuance Request

☐ (For PC replacement request)

If you check here, attached the signed TFJ-S15-G030 form

☐ System Registration and Job Request

## (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) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☐ Transfer of PC  
from dep't \_\_\_\_\_ to dep't \_\_\_\_\_
- ☒ Software  
(specify) Visual Studio, Netbeans, PyCharm, Arduino IDE, Visual Code, Davinci Resolve, Blender Launcher (purpose) Tool for programming
- ☒ Others  
(specify) Github internet Access

☐ Firewall Policy  
(Select Policy Level Number) ( 3A ) Select from 1, 2, 2A, 3, 3A

Reason for Application used for research, programming and work-related tasks.

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: JI-ANN ARRIABADO

IT MEMBER

2023-06-26

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	