

IT Installation/ Repair Request Form

Record Control NO. : G-IRF-29/01-1

2024-01-22

Date of Request

[Signature]
N. GLODOVE
NAME & SIGNATURE
Prepared By:

[Signature]
RONALD CHAVEZ
NAME & SIGNATURE
Local Supervisor/Manager

[Signature] 2024-01-22
DAISUKE NAKAYAMA
NAME & SIGNATURE
Japanese Department Manager

Done

Name of User: CHARIS BEHIK

I.D No.: 009756

PC Name/No: TFXC 0849 & TFXC0637 (BDA)

Div/Dep't: WIRE ROPE - NYLON COATING

Position: WORKER II

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☐ E-Mail☐ Domain ID☐ PC Reset/Reformat☐ SAP☐ 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 dep't

N/A

to dep't

N/A

☐ Software

(specify)

N/A

(purpose)

N/A

☐ Others

(specify)

N/A

☒ Wireless Network*connection
WiFi for prevention of interruption
during product labelling*☐ LAN Cable Assembly/Installation☐ MS Teams Account☐ Documentum/Astrux System☐ Toss System☐ Firewall Policy

(Select Policy Level Number)

☐☐☐☐☐

Select from:

1

2

2A

3

3A

Reason for Application :

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:

IT MEMBER

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:	Checked by:	Approved by:	2 YEARS
		RUSHKY ESTRERA	REY DAGATAN	AMADITO ORTIZANO	