

IT Installation/ Repair Request Form

Date of Request

2022-07-05

NOEL CAPAD

Local Supervisor/Manager

SIGNATURE

Japanese Department Manager

Name: VISTAL, MARY ANN

I.D No. 011348

PC Name/No: TFXC0210 47700920

Div/Dep't: PC-WAREHOUSE/SHIPPING

Type of Installation

☒ (Entry) (For Install) ☐ (Exit) (For Deletion)

☐ R-Pics System

☐ Cybozu/Garoon

☒ E-Mail

☐ Active Directory

☐ Slam System

☐ Data Surfing

☐ Change of PC User

previous user/I.D No.:

172-16-81-205

172-16-81-210

☒ SAP

current user/I.D No.:

☒ File Server Drive

(specify)

172-16-81-205

172-16-81-210

(purpose)

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☐ Others

(specify)

CHANGE OLD PC TO LAPTOP

☐ Firewall Policy

(Select Policy Level Number) (2)

Select from 1, 2, 3, 4

Reason for Application

PC is very log due to old version and the documens that production send

to my E-mail or save it to the server the Excel file cannot read all the documents and sometimes

some of the documents are missing because it is not compatible of my desktop.

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:

SUSETTE SURBANO

IT MEMBER

2022-07-05

Date and Time of Execution

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