

## IT Installation/ Repair Request Form

Record Control NO. : G-IRF-248093-1

2024-05-31

Date of Request

2024-05-31  
NAME & SIGNATURE  
Prepared By:2024-05-31  
NAME & SIGNATURE  
Local Supervisor/Manager2024-05-31  
NAME & SIGNATURE  
Japanese Department Manager

Name of User: Irene L. Alce

I.D No.: 012249

PC Name/No: Lenovo ThinkPad / TFXC1041

Div/Dep't: M-PRO/CORE

Position: Senior 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 checked="" type="checkbox"/> System Registration and Job Request
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## (Systems Registration and Job Requests)

- |  |  |
|--|--|
| <input type="checkbox"/> Cybozu/Garoon   | <input type="checkbox"/> Wireless Network                |
| <input type="checkbox"/> E-Mail  | <input type="checkbox"/> LAN Cable Assembly/Installation |
| <input type="checkbox"/> Domain ID   | <input checked="" type="checkbox"/> MS Teams Account     |
| <input type="checkbox"/> PC Reset/Reformat   | <input type="checkbox"/> Documentum/Astrux System        |
| <input checked="" type="checkbox"/> SAP  | <input type="checkbox"/> Toss System                     |
| <input type="checkbox"/> Change of PC User<br>previous user/I.D No.: _____ current user/I.D No.: _____ |  |
| File Server Drive<br>(specify) _____ (purpose) _____   |  |
| <input type="checkbox"/> Transfer of PC<br>from dep't _____ to dep't _____                             |  |
| <input type="checkbox"/> Software<br>(specify) _____ (purpose) _____                                   |  |
| <input type="checkbox"/> Others (specify) _____  |  |

☐ Firewall Policy

(Select Policy Level Number)

Select from: ☐ 1 ☐ 2 ☐ 2A ☐ 3 ☐ 3AReason 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:

IRVINE PAUL ALMAGRO  
IT MEMBER

2024-05-04

Date and Time of Execution

Related Document: TCT-007 &amp; 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