

IT Installation/ Repair Request Form

Done - UN

Record Control NO.: G-IRF-232070-1

2023-12-19

Date of Request

2023-12-19
JEAN LYCA ANDRINO
NAME & SIGNATURE
Prepared By:

2023-12-19
DENNIS BERNALES
NAME & SIGNATURE
Local Supervisor/Manager

2023-12-19
Kouji Sugimoto
NAME & SIGNATURE
Japanese Department Manager

Name of User: Karen Genandoy

I.D No.: 006012

PC Name/No: TFX C0246

Div/Dep't: WR- STRANDING

Position: LEADER

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
-----------------------------------	--	--	---

(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 type="checkbox"/> MS Teams Account |
| <input type="checkbox"/> PC Reset/Reformat | <input type="checkbox"/> Documentum/Astrux System |
| <input type="checkbox"/> SAP | <input type="checkbox"/> Toss System |
| <input type="checkbox"/> Change of PC User
previous user/I.D No.: _____ current user/I.D No.: _____ | |
| <input checked="" type="checkbox"/> File Server Drive
(specify) <u>qa qc > DDC</u> (purpose) <u>New SDC</u> | |
| <input type="checkbox"/> Transfer of PC
from dep't _____ to dep't _____ | |
| <input type="checkbox"/> Software
(specify) _____ (purpose) _____ | |
| <input type="checkbox"/> Others (specify) _____ | |

☐ Firewall Policy

(Select Policy Level Number)

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:

RODOLFO JAMES DUTERTE
IT MEMBER

Date and Time of Execution

2023-12-20 - 3:59

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