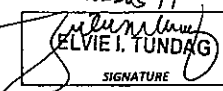



IT Installation/ Repair Request Form

Date of Request

2021-05-11

2022-05-11

 ELVIE I. TUNDAG
 SIGNATURE
 Local Supervisor/Manager

2022-05-11

 Y. MATSUNAGA
 SIGNATURE
 Japanese Department Manager

Name: CONIENDO, JULLANE MARIE

I.D No. 005561

PC Name/No: JULLANE MARIE GURITAN / TFX CD298

Div/Dep't: DEVICE / T-ASSY

Type of Installation

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

☐ R-Pics System

☐ Cybozu/Garoon

☐ E-Mail

☐ Active Directory

☐ Siam System

☐ Data Surfing

☐ 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)

(purpose)

☒ Others

(specify)

TEXMS (MICROSOFT TEXMS)

☐ Firewall Policy

(Select Policy Level Number) (1) Select from 1, 2, 3, 4

Reason for Application FOR SAP RELATED CONCERNS

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: YOUNG R. AGUIPO
 IT MEMBER

2022-05-12 / 1:00 PM
 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 | |