

IT Installation/ Repair Request Form

Date of Request

2022-11-25

2022-11-25
ARCHILLES NADIERA
SIGNATURE

Prepared By:

2022-11-25
RYUJI MANABE
SIGNATURE

Local Supervisor/Manager

2022-11-26
TAKAFUMI MATSUNAGA
SIGNATURE

Japanese Department Manager

Name of User: Archilles Nadiera

I.D No. 011800

PC Name/No: TFXC0940

Div/Dep't: GA/SAF

Position:

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 TFI-S15-G030 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 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 type="checkbox"/> File Server Drive
(specify) _____ (purpose) _____ | |
| <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) (3A) Select from 1, 2, 2A, 3, 3A

Reason for Application Need to access youtube for safety practices to be use for improvement of workplace related concerns and for orientation and training purposes.

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:

2022-11-29
IT MEMBER

2022-11-29
Date and Time of Execution

Related Document: TCT-G007

Document No.	TCF-G022	Ver.	4	TOYOFLEX CEBU CORPORATION		Retention Period
Effectivity Date	2022-10-27	Prepared by:	Checked by:	Approved by:		2 YEARS
		REY DAGATAN	AMADITO ORTIZANO	TAKAFUMI MATSUNAGA		