

# IT Installation/ Repair Request Form

Date of Request  
2020. 09. 03

*[Signature]*  
JESSA R. LARONIS  
2020 09 03  
MODESTA S. BUSTOS  
SIGNATURE  
Local Supervisor/Manager

*[Signature]*  
2020 9.3  
SEIJI NISHIMURA  
SIGNATURE  
Japanese Department Manager

Name: DURADO, MARICEL  
I.D No. 005128  
PC Name/No: TFX C0173  
Div/Dep't: CAR PARTS

Type of Installation	<input type="checkbox"/> (Entry) (For Install)	<input type="checkbox"/> (Exit) (For Deletion)
<input type="checkbox"/> R-Pics System		<input type="checkbox"/> Chat App/Messenger
<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"/> Active Directory		<input type="checkbox"/> PC Reformat
<input type="checkbox"/> Slam System		<input type="checkbox"/> Documentum/Astrux System
<input type="checkbox"/> Data Surfing		<input type="checkbox"/> Toss System
<input type="checkbox"/> Change of PC User previous user/I.D No.: _____		<input type="checkbox"/> SAP current user/I.D No.: _____
<input checked="" type="checkbox"/> File Server Drive (specify) _____		(purpose) _____
<input type="checkbox"/> Transfer of PC from dep't _____		to dept _____
<input type="checkbox"/> Software (specify) _____		(purpose) _____
<input type="checkbox"/> Others (pls. specify) _____		

Requests Performed by: *[Signature]*  
IT Personnel

2020-09-03  
Date

Document No.	TCF-G022	Var.	2	Toyoflex Cebu Corporation		Retention Period
Effectivity Date	2018-03-19	Prepared by:	REY DAGATAN	Checked by:	AMADITO ORTIZANO	Approved by:
						TAKAFUMI MATSUNAGA
						2 years