

# IT Installation/ Repair Request Form

Date of Request  
2021-09-24

*NOEL CARDO*  
SIGNATURE  
Local Supervisor/Manager

*2021-09-24*  
SIGNATURE  
Japanese Department Manager

Name: 3 Francis Pacaldo and Jhessa Bejoc  
I.D No. \_\_\_\_\_  
PC Name/No: \_\_\_\_\_  
Div/Dep't: PC - Shipping and PC - Warehouse

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 dept \_\_\_\_\_ to dept \_\_\_\_\_
- ☐ Software  
(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☐ Others (specify) \_\_\_\_\_
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP

## Firewall Policy

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

Reason for Application

Regulation of Aspect and Impact Assessment Orientation for 46th Fiscal Year 2021-2022

Policy Validity Period

Date From ( yyyy/mm/dd)

Date To (yyyy/mm/dd)

2021-09-29 / 1:00 pm

2021-09-29 / 3:15 pm

Note: Do not fill-up Validity Period if Permanent

Requests Performed by:

*Py D*  
IT MEMBER

*2021-09-29*  
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/VAMADITO ORTIZANO	TAKAFUMI MATSUNAGA	