

IT Installation/ Repair Request Form

Date of Request

2023-07-22

Prepared By: 2023-07-20

SIGNATURE

CHERRY PIE INSO

Local Supervisor/Manager

K. SUGIMOTO

Japanese Department Manager

Name of User Cercño, Juvelyn

I.D No. 012118

PC Name/No: TFXC0487

Div/Dep't: Wire Drawing

Position:

Select the purpose of Application

☒ For New PC Issuance Request

☐ (For PC replacement request)

☐ System Registration and Job Request

If you check here, attached the signed TFJ-S15-G030 form

(Systems Registration and Job Requests)

☐ Cybozu/Garoon

☐ Wireless Network

☒ E-Mail

☐ LAN Cable Assembly/Installation

☐ Domain ID

☒ MS Teams Account

☐ PC Reset/Reformat

☐ Documentum/Astrux System

☒ SAP

☐ Toss System

☐ 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) _____

☐ Firewall Policy

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

Reason for Application

Email: juvelyn.cercño.ph@toyflex.com

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:

IT MEMBER

2023-05-22

Date and Time of Execution

Related Document: TCT-G007

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|------------------|------------|--------------|------------------|---------------------------|--|------------------|
| 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 | | |