

IT Installation/ Repair Request Form

Date of Request

2022-08-17

LISA G. BENTULAN

SIGNATURE

Local Supervisor/Manager

YOSHIYUKI MORITA

SIGNATURE

Japanese Department Manager

Name: JEAN KAREN S. CALUNSAO

I.D No. 011011

PC Name/No: TFXC0151

Div/Dep't: 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)

☐ Firewall Policy

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

Reason for Application NEEDED FOR SAP ACTIVITY IN TERMS OF

WORK TIME REGISTER (WTR)

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: SUSETTE SURBANO
IT MEMBER

2022-08-17
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	