

IT Installation/ Repair Request Form

Date of Request

2023-02-09

2023-02-09
JULIE ANN RODRIGO
SIGNATURE

Prepared By:

2023-02-09
MARIO BERGANCIA
SIGNATURE

Local Supervisor/Manager

2023-02-09
YOSHIMASA YOSHIMASA
SIGNATURE

Japanese Department Manager

Name of User

(Dong Hee Lee) Lee Dong Hee

I.D No.

012285

PC Name/No:

TFXC1055

Div/Dep't:

PE

Position:

Select the purpose of
Application☒
For New PC Issuance Request☐
(For PC replacement request)

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

☐
System Registration
and Job Request

(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 dep't _____ to dep't _____

☐ Software

(specify) _____ (purpose) _____

☐ Others (specify) _____☐ Firewall Policy

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

Reason for Application

Email: lee.donghee.ph@toyoflex.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: Rudy J. Estrera
IT MEMBER2023/02/16 1:36 PM
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	