

IT Installation/ Repair Request Form

Date of Request

2023-04-24

2023-04-24
Jomina Misawa
SIGNATURE

Prepared By:

2023-04-24
Local Supervisor/Manager

Local Supervisor/Manager

2023.4.24
Japanese Department Manager

Japanese Department Manager

Name of User: Mary Ivy Grace Canonayon

I.D No. 012401

PC Name/No: TFXC0954

Div/Dep't: HR - Labor Management

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 TFI-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)

GA Shared

172.16.81.209\pm

172.16.81.215\hr project (purpose)

172.16.81.209\gal sanjorn

hr process

☐ Transfer of PC

from dept

to dept

☒ Software

(specify)

PDF Merger & Splitter

Google

(purpose)

documentation purposes

☐ Others

(specify)

☒ Firewall Policy

(Select Policy Level Number) (2A)³

Select from 1, 2, 2A, 3, 3A

Reason for Application New intake

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: REY DAGATAN 2023-04-24

IT MEMBER

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		