

# IT Installation/ Repair Request Form

Date of Request

2023-01-12

2023-01-12  
Jonalyn Gasingan  
SIGNATURE

Prepared By:

2023-01-13  
Lui Restauro  
SIGNATURE

Local Supervisor/Manager

2023-01-13  
Hiroya Hamaguchi  
SIGNATURE

Japanese Department Manager

Name of User: Nicole Marie Tanjay  
Asila Rhea Jumangit 2023-01-19

I.D No. 10838

PC Name/No: TFXC0770

Div/Dep't: QA/QA

Position: QA DCC - worker

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 nicole.tanjay.ph@toyoflex.com

☒ 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.: Christine Gabasa/10982 current user/I.D No.: Asila Rhea Jumangit/10838

☐ 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) (2) Select from 1, 2, 2A, 3, 3A

Reason for Application Old user is already resigned.

Note: Please use nicole.tanjay.ph@toyoflex.com for the email address

N/A

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: ABADA CLYDE  
IT MEMBER

2023-02-03 8:26 AM  
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        |                  |