

## IT Installation/ Repair Request Form

Date of Request

Applied

2022-11-16  
ALDREN CUIZON  
SIGNATURE

Prepared By:

2022-11-16  
ALDREN CUIZON  
SIGNATURE  
NESTOR CARE

Local Supervisor/Manager

2022-11-16  
SIGNATURE

Japanese Department Manager

Name of User Shelamith NadelaI.D No. 009007PC Name/No: TFXC0828Div/Dep't: PLM / Mold MaintenancePosition: Worker III

Select the purpose of Application

For New PC Issuance Request

(For PC replacement request)

If you check here, attached the signed TPJ-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)

SVAIKANA02/ CEBUCI  
(172.16.1.152)

(purpose)

AND DEVICE  
MONITORING OF MEDICAL MOLD MANAGEMENT☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☐ Others

(specify)

☐ Firewall Policy

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

Reason for Application

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  
IT MEMBER

2022-11-17 10:54 AM  
Date and Time of Execution

Related Document: TCT-G007

Document No.	TOF-G028	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	