

IT Installation/ Repair Request Form

Date of Request

SIGNATURE
Local Supervisor/Manager

SIGNATURE
YUJINARA
Japanese Department Manager

Name: Jovanal ONAC
I.D No. 914
PC Name/No: TFX0571
Div/Dep't: PC-Edpt

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) Colos Ver G-1 (purpose) for design of new code
- ☐ Others
(specify) _____
- ☐ Firewall Policy
(Select Policy Level Number) () Select from 1, 2, 3, 4

Reason for Application for Marcom printer
also coding for TSA product

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 Date and Time of Execution 12:01 - 06:00

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|------------------|------------|-----------------|---|------------------------------|--------------------|--|------------------|
| 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 | | |