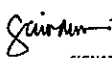



## IT Installation/ Repair Request Form

Date of Request

2023 - 02 - 04

  
SIGNATURE

Prepared By:

  
SIGNATURE

Local Supervisor/Manager

  
SIGNATURE

Japanese Department Manager

Name of User JOSEPHINE CUADEROI.D No. 6015PC Name/No: TFXC0674Div/Dep't: MECHANICAL UNITPosition: ASST. LEADERSelect the purpose of  
Application☐ For New PC Issuance Request☐ (For PC replacement request)

If you check here, attached the signed TF-J-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 Userprevious user/I.D No.: JUDITH TRONGCOSO / 8384 current user/I.D No.: JOSEPHINE CUADERO / 6015☐ 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 \_\_\_\_\_

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: Rick M. Estrera  
IT MEMBER2023-02-06 14:24  
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: REY DAGATAN		Checked by: AMADITO ORTIZANO		Approved by: TAKAFUMI MATSUNAGA	2 YEARS