

# IT Installation/ Repair Request Form

Date of Request

2022-09-14

2022-09-14  
ELVIE I. TUNDAG  
SIGNATURE

Local Supervisor/Manager

2022-09-14  
YOSHIYUKI MORITA  
SIGNATURE

Japanese Department Manager

Name: Morre, Chilame B.

I.D No. 008734

PC Name/No.: TFXC0256

Div/Dep't: T-ASSY

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.:

10934

☐ SAP

current user/I.D No.:

008734

☒ File Server Drive

(specify)

Inventory, SQL

(purpose)

To evenly access inventory data and shipment concern

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☐ Others

(specify)

☐ Firewall Policy

(Select Policy Level Number) ( )

Select from 1, 2, 3, 4

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:

Dirick  
IT MEMBER

2022-10-11

Date and Time of Execution

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	