

IT Installation/ Repair Request Form

Record Control NO. : G-IRF-244659-1

2024-03-14

Date of Request

Humboguen:
Ruben Sambogue
NAME & SIGNATURE

Prepared By:

2024.03.14
Ornela Ornela
NAME & SIGNATURE

Local Supervisor/Manager

2024-03-14
KEIICHI KITAGAWA
NAME & SIGNATURE

Japanese Department Manager

Name of User: Ruben L. Sambogue

I.D No.: 009148

PC Name/No: TFXC0577

Div/Dep't: PE-Equipment

Position: Associate Staff

Select the purpose
of Application☐ For New PC Issuance Request☐ (For PC replacement request)

If you check here, attached the signed TCF-G084 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.: 012343 current user/I.D No.: 009148

☐ 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 : Email: ruben.sambogue.ph@toyoflex.com

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:

IT MEMBER

2024-03-15 1:50pm

Date and Time of Execution

Related Document: TCT-007 & TCF-G084

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|------------------|------------|----------------|-------------|---------------------------|------------------|
| Document No. | TCF-G022 | Ver. | 5 | TOYOFLEX CEBU CORPORATION | Retention Period |
| Effectivity Date | 2023-07-24 | Prepared by: | Checked by: | Approved by: | 2 YEARS |
| | | RUSHKY ESTRERA | REY DAGATAN | AMADITO ORTIZANO | |