

IT Installation/ Repair Request Form

Date of Request

2022-05-20

2022-05-20
ELVIE I. TUNDAG
SIGNATURE
Local Supervisor/Manager

2022-05-20
YOSHIYUKI MORITA
SIGNATURE
Japanese Department Manager

Name: JOCY PEPITO

I.D No. 005112

PC Name/No: TFX C0298

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

☐ Wireless Network

☐ LAN Cable Assembly/Installation

☐ PC Reformat

☐ Documentum/Astrux System

☐ Toss System

☐ SAP

☒ Change of PC User

previous user/I.D No.: CONRADO, JULIANE MARIE/005561 current user/I.D No.: 005112 / JOCY PEPITO

☐ File Server Drive

(specify) (purpose)

☐ Transfer of PC

from dep't to dep't

☐ Software

(specify) (purpose)

☒ Others

(specify) use in T-ASSY Production (for Readers)

☐ 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: JOCY PEPITO

IT MEMBER

2022-05-21
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		