

IT Installation/ Repair Request Form

Date of Request

2023-01-13

Shinorain Limpangug
SIGNATURE

Prepared By:

2023-02-13
Solabar N. Cape
SIGNATURE

Local Supervisor/Manager

RYOSUKE SATO
SIGNATURE

Japanese Department Manager

Name of User Shinorain Limpangug

I.D No. 11880

PC Name/No: TFXC0678

Div/Dep't: Plastic Molding

Position: Worker I

Select the purpose of Application

☒ For New PC Issuance Request

☐ (For PC replacement request)

☒ System Registration and Job Request

If you check here, attached the signed TFJ-S15-G030 form

(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.: 8567 current user/I.D No.: 11880

☐ File Server Drive (specify) _____ (purpose) _____

☐ Transfer of PC from dep't _____ to dep't _____

☐ Software (specify) _____ (purpose) _____

☐ Others (specify) Level 1

☐ Firewall Policy

(Select Policy Level Number) (2A) 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: Rushley P. Estreva
IT MEMBER

2023-02-13 3:40 PM
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:	Checked by:	Approved by:	2 YEARS
		REY DAGATAN	AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	

OK
Rushley