

IT Installation/ Repair Request Form

Date of Request
2022-09-06

2022-09-06
ELVIE I. TUNDAG
SIGNATURE
Local Supervisor/Manager

2022-09-06
YOSHIYUKI MORITA
SIGNATURE
Japanese Department Manager

Name: ALZA M. BUAL
I.D No. 011828
PC Name/No: TFXC0929
Div/Dep't: T-ASSY

Type of Installation ☒ (Entry) ☐ (Exit)
(For Install) (For Deletion)

- | | |
|---|--|
| <input type="checkbox"/> R-Pics System | <input checked="" type="checkbox"/> Teams |
| <input type="checkbox"/> Cybozu/Garoon | <input type="checkbox"/> Wireless Network |
| <input type="checkbox"/> E-Mail | <input type="checkbox"/> LAN Cable Assembly/Installation |
| <input type="checkbox"/> Active Directory | <input type="checkbox"/> PC Reformat |
| <input type="checkbox"/> Siam System | <input type="checkbox"/> Documentum/Astrux System |
| <input type="checkbox"/> Data Surfing | <input type="checkbox"/> Toss System |
| <input type="checkbox"/> Change of PC User
previous user/I.D No.: _____ | current user/I.D No.: _____ |
| <input type="checkbox"/> File Server Drive
(specify) _____ | (purpose) _____ |
| <input type="checkbox"/> Transfer of PC
from dep't _____ | to dep't _____ |
| <input type="checkbox"/> Software
(specify) _____ | (purpose) _____ |
| <input type="checkbox"/> Others (specify) _____ | |
| <input type="checkbox"/> Firewall Policy
(Select Policy Level Number) (2) Select from 1, 2, 3, 4 | |

Reason for Application FOR EASY COMMUNICATION WITH REGARDS TO SAP.

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: SUSETTE SURBANO 2022-09-07
IT MEMBER 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	