

IT Installation/ Repair Request Form

Date of Request

10/4/2022

[Signature]
Local Supervisor/Manager

[Signature]
Japanese Department Manager

Name: Angelyn Yano

I.D No. 10469

PC Name/No: TFXC1003

Div/Dep't: GENERAL AFFAIRS

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.: _____ current user/I.D No.: _____

☒ File Server Drive
(specify) ga shared (purpose) access files

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

☐ Software
(specify) _____ (purpose) _____

☐ Others (specify) _____

☐ Firewall Policy
(Select Policy Level Number) (2) Select from 1, 2, 3, 4

Reason for Application replacement of the old computer

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: Known Jack B Paron 2022-11-29
IT MEMBER Date and Time of Execution

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|------------------|------------|-----------------|------------------------------|---------------------------|------------------|
| 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 | |