

IT Installation/ Repair Request Form

Record Control NO. : G-IRF-24/QB-1

2024-01-16

Date of Request

APRIL ROSE SALGADOS
NAME & SIGNATURE
Prepared By:

HANS SANCHEZ
NAME & SIGNATURE
Local Supervisor/Manager

KOUJI SUGIMOTO
NAME & SIGNATURE
Japanese Department Manager

Port

Name of User: KAREN GENANDYOY

I.D No.: 6012

PC Name/No: TFX C0246

Div/Dep't: WIRE ROPE STRANDING

Position: LEADER

Select the purpose of Application	<input type="checkbox"/> For New PC Issuance Request	<input checked="" type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TCF-G084 form</small>	<input type="checkbox"/> System Registration and Job Request
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(Systems Registration and Job Requests)

- | | |
|---|--|
| <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"/> Domain ID | <input type="checkbox"/> MS Teams Account |
| <input type="checkbox"/> PC Reset/Reformat | <input type="checkbox"/> Documentum/Astrux System |
| <input type="checkbox"/> SAP | <input type="checkbox"/> Toss System |
| <input type="checkbox"/> Change of PC User
previous user/I.D No.: 6012 current user/I.D No.: TFX C0192 | |
| <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) | |

☐ Firewall Policy

(Select Policy Level Number)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Select from:	1	2	2A	3	3A

Reason for Application : New Personnel Incharge for 2nd Process
Previous user resigned.

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

Date and Time of Execution

Related Document: TCF-007 & TCF-G084

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