

IT Installation/ Repair Request Form

Date of Request

2022-06-25

2022-06-27
SIGNATURE

Local Supervisor/Manager

2022-06-28
SIGNATURE

Japanese Department Manager

Name: Lloyd Herman, Oplado *New staff*

I.D No. 11786

PC Name/No: TFXC0453

Div/Dep't: PR/SDGW ASSY

Type of Installation

☒ (Entry)
(For Install)

☐ (Exit)
(For Deletion)

☐ R-Pics System

☐ Cybozu/Garoon

☒ E-Mail (*individual / herman.oplado.ph @ toyoflex.com*)

☐ Active Directory

☐ Siam System

☐ Data Surfing

☐ Change of PC User
previous user/I.D No.: 10255 current user/I.D No.: 11786

☐ File Server Drive
(specify) Medical Group & Medical Factory (purpose)

☐ Transfer of PC
from dep't to dep't

☒ Software (specify) MS TEAMS (purpose) MEETINGS

☐ Others (specify)

☐ 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: *Ariel J. Guarin* 2022-07-13
IT MEMBER

2022-07-13 11:00 AM
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	