

IT Installation/ Repair Request Form

Date of Request

2022-10-19

 ELVIE I. TUNDAG
 SIGNATURE
 Local Supervisor/Manager

2022-10-17

 SIGNATURE
 Japanese Department Manager

Name: Mae Sordilla

I.D No. 009875

PC Name/No.: JFXC0673

Div/Dep't: T-XSS (Warehouse)

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) _____ (purpose) _____
- ☐ Transfer of PC
 from dep't _____ to dep't _____
- ☐ Software
 (specify) _____ (purpose) _____
- ☐ Others (specify) _____
- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP

Firewall Policy

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

Reason for Application Review information of Arrived Goods.
Request material for inspection and delivery.

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: MILES VINCENT ARRIAS 2022-10-18
 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	