

IT Installation/ Repair Request Form

Record Control NO. : G-RF-23Z070-1

2023-12-04

Date of Request

2023-12-04
NORENDA T. GLODOVENAME & SIGNATURE
Prepared By:2023-12-12
RONALD CHAVEZNAME & SIGNATURE
Local Supervisor/Manager2023-12-12
DAISUKE NAKAYAMANAME & SIGNATURE
Japanese Department Manager

Name of User: JESSE MAE LANTUAN

I.D No.: 011695

PC Name/No: TFXC0995

Div/Dep't: WR- NYLON COATING

Position: WORKER 1 (ENCODER)

Select the purpose
of Application

For New PC Issuance Request

(For PC replacement request)

If you check here, attached the signed TCF-G084 form

System Registration
and Job Request

(Systems Registration and Job Requests)

☐ Cybozu/Garoon☐ Wireless Network☐ E-Mail☐ LAN Cable Assembly/Installation☐ Domain ID☐ MS Teams Account☐ PC Reset/Reformat☐ Documentum/Astrux System☐ SAP☐ Toss System☐ Change of PC User

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

☒ File Server Drive

(specify) PRODUCTION EFFICIENCY ACTIVITY (purpose) FOR UPDATING / SAVING DATA OF

NYLON COATING

☐ Transfer of PC

from dep't _____ to dep't _____

☐ Software

(specify) _____ (purpose) _____

☐ Others

(specify) _____

☐ Firewall Policy

(Select Policy Level Number)

Select from:

☐ 1☐ 2☐ 2A☐ 3☐ 3A

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:

RUSHKY ESTRERA

IT MEMBER

Date and Time of Execution

Related Document: TCT-007 & TCF-G084

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