

IT Installation/ Repair Request Form

Date of Request

2023-01-14

2023-01-14
JELYN D. SISMAR
SIGNATURE
Prepared By:

2023-01-14
JELYN D. SISMAR
SIGNATURE
Local Supervisor/Manager

2023-01-14
HIROYUKI KAZUMA
SIGNATURE
Japanese Department Manager

Name of User IRISH URBODA

I.D No. 10560

PC Name/No: _____

Div/Dep't: Human Resource

Position: Junior Staff

Select the purpose of Application	<input checked="" type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TFC-S15-G030 form</small>	<input type="checkbox"/> System Registration and Job Request
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(Systems Registration and Job Requests)

- | | |
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| <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.: _____ current user/I.D No.: _____ | |
| <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 checked="" type="checkbox"/> Others (specify) <u>Replace New PC with numpad</u> | |

- ☐ **Firewall Policy**
(Select Policy Level Number) (2A) Select from 1, 2, 2A, 3, 3A

Reason for Application _____

The user needs PC with numpad. Timekeeper always encode number _____

It is convenient to the user. _____

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: OKYING RUI XLMAGAO 2023-02-17
IT MEMBER Date and Time of Execution

Related Document: TCF-G007

Document No.	TCF-G022	Ver.	4	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2022-10-27	Prepared by:	Checked by:	Approved by:	2 YEARS
		REY DAGATAN	AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	