

# IT Installation/ Repair Request Form

Date of Request

2022-08-02

2022-08-02  
SIGNATURE  
Local Supervisor/Manager

2022-8.2  
SIGNATURE  
Japanese Department Manager

Name: Genecil Gemperea

I.D No. 010612

PC Name/No: TFXC0610

Div/Dep't: HR

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) ( 3 ) Select from 1, 2, 3, 4

Reason for Application HR Scope of work requires internet access such as editing of training certificates, google sheets and other training work related.

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

2022-08-02  
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        |                  |