

# IT Installation/ Repair Request Form

Date of Request  
2022-07-04

  
Lui Restauro  
SIGNATURE  
Local Supervisor/Manager

  
Hiroya Hamaguchi  
SIGNATURE  
Japanese Department Manager

Name: Eunice Brufal  
I.D No. 11803  
PC Name/No: Acer TravelMate (TFXC220)  
Div/Dep't: QA/QA

## 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.: 9453 current user/I.D No.: 11803
- ☐ File Server Drive  
(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☐ Transfer of PC  
from dep't \_\_\_\_\_ to dep't \_\_\_\_\_
- ☐ Software  
(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☐ Others  
(specify) \_\_\_\_\_
- ☐ Firewall Policy  
(Select Policy Level Number) ( ) Select from 1, 2, 3, 4

Reason for Application Change of PC User from Ms. Claire Romero to Ms. Eunice Brufal.

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

2022-07-15 10:00 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	