

IT Installation/ Repair Request Form

Date of Request
2022-10-07

2022-10-07
SIGNATURE
Local Supervisor/Manager

2022-10-10
SIGNATURE
Japanese Department Manager

Name: LLOYD HERMAN O. OPLADO
I.D No. 011786
PC Name/No: TFXC0453
Div/Dep't: PR/ SDGW

Type of Installation ☒ (Entry) (For Install) ☐ (Exit) (For Deletion)

- ☐ R-Pics System ☐ Wireless Network
☐ Cybozu/Garoon ☐ LAN Cable Assembly/Installation
☐ E-Mail ☐ PC Reformat
☐ Active Directory ☐ Documentum/Astrux System
☐ Siam System ☐ Toss System
☒ Data Surfing ☐ SAP
☐ 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) _____
☐ Firewall Policy (Select Policy Level Number) (3) Select from 1, 2, 3, 4

Reason for Application For Investigation

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: APADA/OCLYDE
IT MEMBER

2022-10-10 4:48 PM
Date and Time of Execution

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|------------------|------------|-----------------|------------------------------|---------------------------|------------------|
| 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 | |