

# IT Installation/ Repair Request Form

Date of Request

2023-01-16

2023-01-16  
MIRALUNA N. DYAO  
SIGNATURE

Prepared By:

2023-01-16  
JERVEN ABERION  
SIGNATURE

Local Supervisor/Manager

2023-01-16  
YOSHIYUKI MORITA  
SIGNATURE

Japanese Department Manager

Name of User MIRALUNA OYAO

I.D No. 5376

PC Name/No: TFXC 0662

Div/Dep't: TUNGSTEN

Position:

Select the purpose of Application	<input type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TFI-S15-0030 form</small>	<input type="checkbox"/> System Registration and Job Request
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## (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) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☐ Transfer of PC  
from dep't \_\_\_\_\_ to dep't \_\_\_\_\_
- ☐ Software  
(specify) \_\_\_\_\_ (purpose) \_\_\_\_\_
- ☐ Others (specify) \_\_\_\_\_

## ☐ Firewall Policy

(Select Policy Level Number) (2A) Select from 1, ② 2A, 3, 3A

Reason for Application TO HAVE EASY ACCESS TO SERVER, WHEN  
TRANSFERRING TO OTHER AREA. MY PC USE IN SAVING AND  
CHECKING PICTURE IN PACKING PROCESS.

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:

Rey Dagatan  
IT MEMBER

2023-01-16  
Date and Time of Execution

Related Document: TCT-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	AMADTO ORTIZANO	TAKAFUMI MATSUNAGA	