

# IT Installation/ Repair Request Form

Date of Request  
2022-07-26

2022-7-28

  
Lady Mae Ocon  
SIGNATURE  
Local Supervisor/Manager

  
Hiroyuki Kazuma  
Takafumi Matsunaga  
SIGNATURE  
Japanese Department Manager

OK

Name: Disi Mae Ocon  
I.D No. 10137  
PC Name/No: TFC10137  
Div/Dep't: HR

Type of Installation ☐ (Entry) ☐ (Exit)  
(For Install) (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 HR scope of work requires internet access especially for  
training references, job postings, government updates and work related references.

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: SUSETTE SURBANO  
IT MEMBER

2022-07-29  
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	