

# IT Installation/ Repair Request Form

Date of Request

*[Signature]*  
2022-02-17  
SIGNATURE

Prepared By:

*[Signature]*  
J. Arieta  
SIGNATURE

Local Supervisor/Manager

*[Signature]*  
2022-02-17  
SIGNATURE

Japanese Department Manager

Name of User

*Christine Pacencia*

I.D No.

*012290*

PC Name/No:

*TFXC1003*

Div/Dep't:

*CA / CA*

Position:

*Receptionist*

Select the purpose of Application

☐ For New PC Issuance Request

☐ (For PC replacement request)

If you check here, attached the signed TFJ-S15-G030 form

☐ System Registration and Job Request

## (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)

Select from 1, 2, 2A, 3, 3A

Reason for Application

*for Communication*  
*Email: kristine.pacencia.ph@toyoflex.com*

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:

*[Signature]*  
REY DAGATAN  
IT MEMBER

*2023-02-29*

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	AMADITO ORTIZANO	TAKAFUMI MATSUNAGA		