

IT Installation/ Repair Request Form

Record Control NO. : G-IRF-299198-1

2024-08-20

Date of Request

2024-08-20
KAREN GENANDYOY
NAME & SIGNATURE
Prepared By:

2024-08-20
ELVIE TUNDAG
NAME & SIGNATURE
Local Supervisor/Manager

2024-08-20
KOHJI SUGIMOTO
NAME & SIGNATURE
Japanese Department Manager

Name of User: KAREN GENANDYOY

I.D No.: 006012

PC Name/No: N/A TFXC0583

Div/Dep't: WIRE ROPE-STRANDING

Position: LEADER

Select the purpose of Application	<input type="checkbox"/> For New PC Issuance Request	<input checked="" type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TCF-G084 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.: N/A current user/I.D No.: N/A
- ☐ File Server Drive
(specify) N/A (purpose) N/A
- ☐ Transfer of PC
from dep't N/A to dep't N/A
- ☐ Software
(specify) N/A (purpose) N/A
- ☐ Others (specify)

☐ Firewall Policy

(Select Policy Level Number)

Select from: ☐ 1 ☐ 2 ☐ 2A ☐ 3 ☐ 3A

Reason for Application : _____

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

2024-08-05

Date and Time of Execution

Related Document: TCT-007 & TCF-G084

Document No.	TCF-G022	Ver.	5	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2023-07-24	Prepared by:	Checked by:	Approved by:	2 YEARS
		RUSHKY ESTRERA	REY DAGATAN	AMADITO ORTIZANO	