

IT Installation/ Repair Request Form

Date of Request

2023-03-01

2023-03-01
Signature
Prepared By:

Amadito Ortizano
Signature
Local Supervisor/Manager

2023-03-01
T. MATSUNAGA
Signature
Japanese Department Manager

Name of User Elaiza Gula

I.D No. 12291

PC Name/No: TFXC0603

Div/Dep't: GA/Envi. Group

Position: Associate Staff

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 TFJ-S15-G030 form</small>	<input type="checkbox"/> System Registration and Job Request
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(Systems Registration and Job Requests)

- ☐ Cybozu/Garoon
- ☒ E-Mail
- ☒ Domain ID
- ☐ PC Reset/Reformat
- ☐ SAP
- ☒ Change of PC User
previous user/I.D No.: 10361 current user/I.D No.: 12291
- ☒ File Server Drive
(specify) _____ (purpose) _____
- ☐ Transfer of PC
from dep't _____ to dep't _____
- ☐ Software
(specify) _____ (purpose) _____
- ☐ Others (specify) _____
- ☒ Wireless Network
- ☒ LAN Cable Assembly/Installation
- ☒ MS Teams Account
- ☐ Documentum/Astrux System
- ☐ Toss System

☐ Firewall Policy
(Select Policy Level Number) (3) 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 _____ 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	