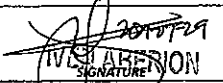



IT Installation/ Repair Request Form

Date of Request

2021-07-28


Local Supervisor/Manager


Japanese Department Manager

Name: Rean Morita A. Dela Cruz

I.D No. 10198

PC Name/No: 0661

Div/Dep't: Device / T-ASG

Type of Installation

☐ (Entry)
(For Install) ☐ (Exit)
(For Deletion)

☐ R-Pics System

☐ Cybozu/Garoon

☐ E-Mail

☐ Active Directory

☐ Siam System

☐ Data Surfing

☐ Wireless Network

☐ LAN Cable Assembly/Installation

☐ PC Reformat

☐ Documentum/Astrux System

☐ Toss System

☐ SAP

☒ Change of PC User

previous user/I.D No.: Walter Rolten / 00541 current user/I.D No.: Rean Morita Dela Cruz / 10198

☐ File Server Drive

(specify) _____ (purpose) _____

☒ Transfer of PC

from dep't T-ASG to dep't T-ASG

☐ Software

(specify) _____ (purpose) _____

☐ Others

(specify) _____

☐ Firewall Policy

(Select Policy Level Number) () Select from 1, 2, 3, 4

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: Rean Morita Dela Cruz
IT MEMBER

2021-07-28
Date and Time of Execution

Document No.	TCF-G022	Ver.	3	TOYOFLEX CEBU CORPORATION			Retention Period
Effectivity Date	2021-04-15	Prepared by: SUSETTE SURBANO		Checked by: REY DAGATAN/AMADITO ORTIZANO		Approved by: TAKAFUMI MATSUNAGA	2 YEARS