

# IT Installation/ Repair Request Form

Date of Request  
2023-01-30

2023-01-30  
**NOEL CAPAO**  
SIGNATURE  
Local Supervisor/Manager

2023-01-30  
SIGNATURE  
Japanese Department Manager

Name: ADELYNE B. ARNEJO  
I.D No. 012268  
PC Name/No: TFXC1049  
Div/Dep't: PC-SHIPPING

Type of Installation ☒ (Entry) (For Install) ☐ (Exit) (For Deletion)

- ☐ R-Pics System ☐ Cybozu/Garoon ☒ E-Mail ☐ Active Directory ☐ Siam System ☐ Data Surfing ☐ 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) // 172.16.81.205 to // 172.16.81.210
- ☐ Wireless Network ☒ LAN Cable Assembly/Installation ☐ PC Reformat ☐ Documentum/Astrux System ☐ Toss System ☒ SAP

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

Reason for Application NEW SHIPPING STAFF FOR WORK PURPOSES

Email: adelyne.arnejo.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: Known [Signature] Pawan  
IT MEMBER

2023-01-31 9:19 am  
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	