

# IT Installation/ Repair Request Form

Date of Request

2023-04-25

*[Signature]*  
SIGNATURE

Prepared By:

*[Signature]*  
SIGNATURE

Local Supervisor/Manager

*[Signature]*  
SIGNATURE

Japanese Department Manager

Name of User ANNA ROSE LAYOSA

I.D No. 12399

PC Name/No: TFXC512

Div/Dep't: QA CALIBRATION

Position: ASSOCIATE STAFF

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.: Christine Abad/12013 current user/I.D No.: Anna Rose Layosa/12399

CAIDS/CAST CHECKSHEET

☒ File Server Drive

QA/QC/QA/QC

(specify)

CAIDS/CAST

(purpose)

to access the CAST system and QA/QC folder

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☐ Others

(specify)

☒ Firewall Policy

(Select Policy Level Number) (3)

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

Reason for Application Need to access the internet for communication of external calibration

and searching for new measuring device.

Domain: TFCALIBSTAFF1

(Email: anna.rose.layosa.ph@toyoflex.com) Email: qa.calibrationstaff1.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:

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        |                  |