


# IT Installation/ Repair Request Form

Date of Request  
2023-07-07

  
2023-07-07  
SIGNATURE  
Prepared By:

  
2023-07-10  
SIGNATURE  
Local Supervisor/Manager

  
2023.07.10  
SIGNATURE  
Japanese Department Manager

Name of User Erecca Encienzo

I.D No. 12293

PC Name/No: TFXC0895

Div/Dep't: Production Engineering

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 checked="" type="checkbox"/> System Registration and Job Request
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## (Systems Registration and Job Requests)

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|--|--|
| <input type="checkbox"/> Cybozu/Garoon                                     | <input type="checkbox"/> Wireless Network                |
| <input type="checkbox"/> E-Mail  | <input type="checkbox"/> LAN Cable Assembly/Installation |
| <input type="checkbox"/> Domain ID   | <input type="checkbox"/> MS Teams Account                |
| <input type="checkbox"/> PC Reset/Reformat                                 | <input type="checkbox"/> Documentum/Astrux System        |
| <input checked="" type="checkbox"/> SAP                                    | <input type="checkbox"/> Toss System                     |
| <br>   |  |
| <input type="checkbox"/> Change of PC User<br>previous user/I.D No.: _____ | current user/I.D No.: _____                              |
| <input type="checkbox"/> File Server Drive<br>(specify) _____              | (purpose) _____  |
| <input type="checkbox"/> Transfer of PC<br>from dep't _____                | to dep't _____   |
| <input type="checkbox"/> Software<br>(specify) _____                       | (purpose) _____  |
| <input type="checkbox"/> Others (specify) _____                            |  |

- ☐ **Firewall Policy**  
(Select Policy Level Number) (3) Select from 1, 2, 2A, 3, 3A

Reason for Application To view stocks and SAP Material

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: SHEILA MALINGIN  
IT MEMBER Date and Time of Execution 2023-07-17

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	