

IT Installation/ Repair Request Form

Date of Request

2022-12-19



SIGNATURE

Prepared By:



SIGNATURE

Local Supervisor/Manager



SIGNATURE

Japanese Department Manager

Name of User CARREON, LAIZA CAMELI.D No. 012235

PC Name/No: _____

Div/Dep't: T-ASSY

Position:

Select the purpose of
Application☒ For New PC Issuance Request☐ (For PC replacement request)☐ System Registration
and Job Request

If you check here, attached the signed TFI-S15-G030 form

(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.: _____ current user/I.D No.: _____

☐ File Server Drive

(specify) _____ (purpose) _____

☐ Transfer of PC

from dep't _____ to dep't _____

☐ Software

(specify) _____ (purpose) _____

☐ Others (specify) _____☐ Firewall Policy

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

Reason for Application NEWLY HIRED STAFFEmail: laizacamel.carreon.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: RUSHEY, R. ESTRELA

IT MEMBER

2023-01-21

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		

Pending
ON Stock LaptopOK
Done