

IT Installation/ Repair Request Form

Date of Request

2022-06-03

2022-06-06
SIGNATURE
Local Supervisor/Manager

2022-06-06
SIGNATURE
Japanese Department Manager

Name: CLINT OUANO

I.D No. 11701

PC Name/No: TXC0943

Div/Dep't: PE / PROCESS

Type of Installation

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

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☒ E-Mail clint.ouano.ph@toyoflex.com
- ☐ 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) MS TEAMS
- ☐ Firewall Policy
(Select Policy Level Number) () Select from 1, 2, 3, 4

- ☒ Wireless Network
- ☒ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP

Reason for Application For documentation and transaction purposes

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: Ababa, Clyde
IT MEMBER

2022-08-30 4:03 PM
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