

IT Installation/ Repair Request Form

Date of Request
2022-08-03


Local Supervisor/Manager


Japanese Department Manager

Name: Bitoon, Nenia Marie
I.D No. 9448
PC Name/No: TFXC0664
Div/Dep't: PC-Inventory

| Type of Installation | <input checked="" type="checkbox"/> (Entry) (For Install) | <input type="checkbox"/> (Exit) (For Deletion) |
|--|--|--|
| <input type="checkbox"/> R-Pics System | | <input type="checkbox"/> Chat App/Messenger |
| <input type="checkbox"/> Cybozu/Garoon | | <input checked="" type="checkbox"/> Wireless Network |
| <input checked="" type="checkbox"/> E-Mail | | <input type="checkbox"/> LAN Cable Assembly/Installation |
| <input type="checkbox"/> Active Directory | | <input type="checkbox"/> PC Reformat |
| <input type="checkbox"/> Siam System | | <input type="checkbox"/> Documentum/Astrux System |
| <input type="checkbox"/> Data Surfing | | <input type="checkbox"/> Toss System |
| <input type="checkbox"/> Change of PC User previous user/I.D No.: _____ current user/I.D No.: _____ | | <input type="checkbox"/> SAP |
| <input type="checkbox"/> File Server Drive (specify) _____ (purpose) _____ | | |
| <input type="checkbox"/> Transfer of PC from dep't _____ to dep't _____ | | |
| <input type="checkbox"/> Software (specify) _____ (purpose) _____ | | |
| <input type="checkbox"/> Others (pls. specify) <u>email : nenia.bitoon.ph@toyoflex.com</u> | | |

Requests Performed by: SUCRE JORDANO
IT Personnel

2022-08-04
Date

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|------------------|------------|--------------|-------------|---------------------------|------------------|--------------------|
| Document No. | TCF-G022 | Ver. | 2 | Toyoflex Cebu Corporation | | Retention Period |
| Effectivity Date | 2018-03-19 | Prepared by: | REY DAGATAN | Checked by: | AMADITO ORTIZANO | Approved by: |
| | | | | | | TAKAFUMI MATSUNAGA |
| | | | | | | 2 years |