

IT Installation/ Repair Request Form

Date of Request

2023-06-01

JENNELYN CUYOS

Prepared By:

ELVIE I. TUNDAG

Local Supervisor/Manager

SIGNATURE

Japanese Department Manager

Name of User Jennelyn Cuyos

I.D No. 008104

PC Name/No: TPXC0657

Div/Dep't: 7 ASSY

Position: Worker III

Select the purpose of Application

☐ For New PC Issuance Request

☐ (For PC replacement request)

☐ 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.:

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 Assign in NG monitoring, need to access SAP system and MS Teams, use for direct access to other concerned personnel related to quality concern and other information.

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:

Rushky J. Estera

IT MEMBER

2023-06-03

3:22 PM

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:	REY DAGATAN	Checked by:	AMADITO ORTIZANO
		Approved by:	TAKAFUMI MATSUNAGA		2 YEARS