

Priority #: 15844

## IT Installation/ Repair Request Form

(2)

Date of Request

2022-11-21

2022-11-21  
SIGNATURE

Prepared By:

2022-11-21  
SIGNATURE

Local Supervisor/Manager

2022-11-21  
SIGNATURE

Japanese Department Manager

Name of User Blessil Jeselle CandoleI.D No. 10564PC Name/No: TFXC0690Div/Dep't: T-ASSYPosition: WorkerSelect 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 TFJ-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 For Documentation 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: Yoshiyuki Morita  
IT MEMBER2022-11-22 4:00 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:	Checked by:	Approved by:	2 YEARS
		REY DAGATAN	AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	