

IT Installation/ Repair Request Form

Date of Request
2022-08-25

2022-08-25

Hans Sanchez
SIGNATURE
Local Supervisor/Manager

2022-08-25

Kouji Sugimoto
SIGNATURE
Japanese Department Manager

Name: Maiza Delima

I.D No. 11927

PC Name/No: TFXC0936

Div/Dep't: WR-Stranding

| 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 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.: _____ | | <input checked="" type="checkbox"/> SAP current user/I.D No.: _____ |
| <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 checked="" type="checkbox"/> Others (pls. specify) _____ | | |
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| | | |

Requests Performed by: MILES VINCENT ARAÑAS
IT Personnel

2022-08-25
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 |

NOTE: PENDING