

IT Installation/ Repair Request Form

Date of Request

2021-07-26

mm-26
NOEL CAPAO
SIGNATURE
Local Supervisor/Manager

mm-26
HIROKI KISHIMOTO
SIGNATURE
Japanese Department Manager

Name: ALERA MANANQUIL

I.D No. 10918

PC Name/No: TFXC0538

Div/Dep't: PC-SHIPPING

Type of Installation

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

☐ R-Pics System

☐ Cybozu/Garoon

☐ E-Mail

☐ 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) _____

☐ Firewall Policy
(Select Policy Level Number) (3) Select from 1, 2, 3, 4

Reason for Application Need to access internet for PEZA system that will be use for Peza Seal Liquidation.

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:

Rey Dagatan
IT MEMBER

2021-07-28 / 10:10 AM
Date and Time of Execution

Document No.	TCF-G022	Ver.	3	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2021-04-15	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	