

## IT Installation/ Repair Request Form

Record Control NO. : G-1RF-249125-1

2024-05-31

Date of Request

2024-05-31  
LENDZY MONDEJAR  
NAME & SIGNATURE  
Prepared By:

2024-05-31  
NAME & SIGNATURE  
Local Supervisor/Manager

2024-05-31  
NAME & SIGNATURE  
Japanese Department Manager

Name of User: Geholine Macalisang

I.D No.: TFC008324

PC Name/No: TFXC0696

Div/Dep't: QA

Position: Worker 1

Select the purpose of Application	<input type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TCF-G084 form</small>	<input checked="" type="checkbox"/> System Registration and Job Request
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## (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.: TFC009037 current user/I.D No.: TFC008324☐ 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)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Select from:	1	2	2A	3	3A

Reason for Application :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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:

2024-06-04 13:00  
IT MEMBER

2024-06-04 13:00

Date and Time of Execution

Related Document: TCT-007 &amp; TCF-G084

Document No.	TCF-G022	Ver.	5	TOYOFLEX CEBU CORPORATION		Retention Period
Effectivity Date	2023-07-24	Prepared by:	Checked by:		Approved by:	2 YEARS
		RUSHKY ESTRERA	REY DAGATAN		AMADITO ORTIZANO	