

IT Installation/ Repair Request Form

Date of Request
2023-01-12

2023-01-12
Rosecelle Etulle
SIGNATURE

Prepared By:

2023-01-12
George J. Apling Jr.
SIGNATURE

Local Supervisor/Manager

2023-01-17
Yasuhito Shoyama
SIGNATURE

Japanese Department Manager

Name of User Irene Libradilla

I.D No. 12249

PC Name/No: TFXC1041

Div/Dep't: M-PRO/CORE/PTFE

Position: Senior Staff

Select the purpose of Application	<input checked="" type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TFI-S15-G030 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.: _____ current user/I.D No.: _____

☒ File Server Drive
(specify) Medical Factory/Medical Group (purpose) To update and edit files in the server.

☐ 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, 2A, 3, 3A

Reason for Application Need to have internet access for reference on how to make reports.

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: _____ IT MEMBER _____ 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