

IT Installation/ Repair Request Form

Date of Request <u>2022-07-22</u>			
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <u>2022-07-22</u> RONALD CHAVEZ <small>SIGNATURE</small> Local Supervisor/Manager </div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 20px;"> <u>2022-07-23</u> DAISUKE NAKAYAMA <small>SIGNATURE</small> Japanese Department Manager </div>			
Name: <u>Genevieve Dacuno</u>			
I.D No. <u>008423</u>			
PC Name/No: <u>WIN-000950</u>			
Div/Dep't: <u>WR - N/Lm</u> <u>coating</u>			
Type of Installation <div style="display: flex; justify-content: space-around; font-size: small;"> <div><input checked="" type="checkbox"/> (Entry) (For Install)</div> <div><input type="checkbox"/> (Exit) (For Deletion)</div> </div>			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> R-Pics System <input type="checkbox"/> Cybozu/Garoon <input type="checkbox"/> E-Mail <input type="checkbox"/> Active Directory <input type="checkbox"/> Siam System <input type="checkbox"/> Data Surfing <input type="checkbox"/> Change of PC User previous user/I.D No.: _____ current user/I.D No.: _____ </div> <div style="width: 50%;"> <input checked="" type="checkbox"/> Wireless Network <input type="checkbox"/> LAN Cable Assembly/Installation <input type="checkbox"/> PC Reformat <input type="checkbox"/> Documentum/Astrux System <input type="checkbox"/> Toss System <input checked="" type="checkbox"/> SAP </div> </div> <div style="margin-top: 10px;"> <input checked="" type="checkbox"/> File Server Drive (specify) <u>WIRE-ROPE</u> (purpose) <u>TO VIEW FILES</u> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Transfer of PC from dep't _____ to dep't _____ </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Software (specify) _____ (purpose) _____ </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Others (specify) _____ </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Firewall Policy (Select Policy Level Number) () Select from 1, 2, 3, 4 </div> <div style="margin-top: 10px;"> Reason for Application <u>BACK-UP OF MAKING SIL / MHLST (SAP)</u> <u>NEW LAPTOP</u> </div>			
Policy Validity Period <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Date From (yyyy/mm/dd)</div> <div>Date To (yyyy/mm/dd)</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 1px solid black; width: 150px; height: 20px;"></div> <div style="border: 1px solid black; width: 150px; height: 20px;"></div> </div> <p style="font-size: x-small; margin-top: 5px;">Note: Do not fill-up Validity Period if Permanent</p>			
Requests Performed by: <u>SUSETTE SURBANO</u> <u>1022-08-19</u> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>IT MEMBER</div> <div>Date and Time of Execution</div> </div>			

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 DAGATANAMADITO ORTIZANO	TAKAFUMI MATSUNAGA	

NOTE : OKET NA TANG DOMAIN