

IT Installation/ Repair Request Form

Record Control NO : G-IRF-240008-1

2024-04-05

Date of Request

JULIE ANN RODRIGO
NAME & SIGNATURE

Prepared By:

2024-04-05
NAME & SIGNATURE

Local Supervisor/Manager

KENSO KAWAGAWA
NAME & SIGNATURE

Japanese Department Manager

Name of User: Nifio Jusga

I.D No.: 012541

PC Name/No: TFXC0642

Div/Dep't: PE

Position: Associate Engineer

Select the purpose
of Application☐
For New PC Issuance Request☐
(For PC replacement request)

If you check here, attached the signed TCF-G084 form

☒
System Registration
and Job Request

(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.: tfc9851 current user/I.D No.: tfc12541

☒ File Server Drive

(specify)

PRODUCTION ENGINEERING
Risk Management FMEA
DDC
QMS COMMON; EMS COMMON

(purpose)

for documentation and data traceability

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☐ Others

(specify)

☐ Firewall Policy

(Select Policy Level Number)

☐☐☐☐☐

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:

ORVEINE PAUL ALMAGRO

IT MEMBER

2024 -04 -15

Date and Time of Execution

Related Document: TCT-007 & TCF-G084

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

2 YEARS