

IT Installation/ Repair Request Form

Record Control NO. : G-IRF-23Y063-1

2023-11-07

Date of Request

NAME & SIGNATURE
Prepared By:NAME & SIGNATURE
Local Supervisor/ManagerNAME & SIGNATURE
Japanese Department Manager

Name of User: LUCY MARIE N. RUBERA

I.D No.: 008551

PC Name/No: TCFX0651

Div/Dep't: QA/QL - Wiretype

Position: JUNIOR STAFF

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 type="checkbox"/> System Registration and Job Request
-----------------------------------	--	--	--

(Systems Registration and Job Requests)

- | | |
|--|--|
| <input type="checkbox"/> Cybozu/Garoon | <input type="checkbox"/> Wireless Network |
| <input checked="" type="checkbox"/> E-Mail | <input type="checkbox"/> LAN Cable Assembly/Installation |
| <input type="checkbox"/> Domain ID | <input type="checkbox"/> MS Teams Account |
| <input type="checkbox"/> PC Reset/Reformat | <input type="checkbox"/> Documentum/Astrux System |
| <input type="checkbox"/> SAP | <input type="checkbox"/> Toss System |
| <input type="checkbox"/> Change of PC User
previous user/I.D No.: _____ current user/I.D No.: _____ | |
| <input type="checkbox"/> File Server Drive
(specify) _____ (purpose) _____ | |
| <input type="checkbox"/> Transfer of PC
from dep't _____ to dep't _____ | |
| <input type="checkbox"/> Software
(specify) _____ (purpose) _____ | |
| <input checked="" type="checkbox"/> Others (specify) <u>qa. wire. ph @ toyoflex. com</u> | |

☐ Firewall Policy

(Select Policy Level Number)

Select from: ☐ 1 ☐ 2 ☐ 2A ☐ 3 ☐ 3AReason for Application : TO UPDATE E-MAIL ADDRESS BASE IN THE
ASSIGNED AREA.

(Already Upload)

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

Date and Time of Execution

2023-11-15 9:44

Related Document: TCF-007 & 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	