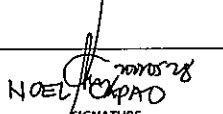


IT Installation/ Repair Request Form

Date of Request

2022-05-28


NOEL CAPAO
SIGNATURE
Local Supervisor/Manager


SIGNATURE
Japanese Department Manager

Name: CHERILYN RUPITA

I.D No. 011690

PC Name/No: _____

Div/Dep't: PC / Purchasing

Type of Installation

☒ (Entry)
(For Install)

☐ (Exit)
(For Deletion)

☐ R-Pics System

☐ Cybozu/Garoon

☒ E-Mail

☐ Active Directory

☐ Siam System

☐ Data Surfing

☐ Change of PC User

previous user/I.D No.: _____

☒ Wireless Network

☐ LAN Cable Assembly/Installation

☐ PC Reformat

☐ Documentum/Astrux System

☐ Toss System

☒ SAP

current user/I.D No.: _____

☒ File Server Drive

(specify)

172.16.81.205 / 172.16.81.210

(purpose)

access PC files server

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☐ Others

(specify)

☒ Firewall Policy

(Select Policy Level Number) (2)

Select from 1, 2, 3, 4

Reason for Application

Newly hired PC Staff

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: JOHN EDUARDO AGUIRO

IT MEMBER

Date and Time of Execution

Document No.	TCF-G022	Ver.	3	TOYOFLEX CEBU CORPORATION		Retention Period
Effectivity Date	2021-04-15	Prepared by:	SUSETTE SURBANO	Checked by:	REY DAGATAN/AMADITO ORTIZANO	Approved by:
					TAKAFUMI MATSUNAGA	2 YEARS