

# IT Installation/ Repair Request Form

Date of Request  
2022-01-18

*[Signature]*  
Local Supervisor/Manager

*[Signature]*  
Japanese Department Manager

Name: JERRA MARIG R. DELA RAMA  
I.D No. 009731  
PC Name/No: TFK08V  
Div/Dep't: MECHANICAL UNIT

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.: \_\_\_\_\_ current user/I.D No.: \_\_\_\_\_  
☒ File Server Drive  
(specify) M.U / INVENTORY (purpose) \_\_\_\_\_  
☐ Transfer of PC  
from dep't \_\_\_\_\_ to dep't \_\_\_\_\_  
☐ Software  
(specify) \_\_\_\_\_ (purpose) WORK RELATED  
☐ Others (specify) \_\_\_\_\_  
☐ Firewall Policy  
(Select Policy Level Number) ( ) Select from 1, 2, 3, 4

Reason for Application  
REPLACEMENT FOR DAMAGE LAPTOP  
DUE TO TYPHOON ODETTE

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: SUSETTE SURBANO 2022-01-18  
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:    | Checked by:                 | Approved by:              | 2 YEARS          |
|                  |            | SUSETTE SURBANO | REY DAGATANAMADITO ORTIZANO | TAKAFUMI MATSUNAGA        |                  |