

# Service Report Form

CUSTOMER & REPORT FORM DETAILS			
Customer	AMC		
Project	HRIS PEOPLE NAVEE IMPLEMENTATION		
SRF Subject	DATA RETENTION SPRINT 4		
Customer PIC	MICHAEL BUCTUAN	Position	PROJECT MANAGER
Service Type	DBTI – VIRTUAL MEETING	SRF No.	SRF-FC-12
Dates Covered	November-January 2025	Total Man-days	30.5

## ONSITE SERVICE DETAILS

Date	Tasks / Activities	PIC	MD	Status	Comments
November-January 2025	<b>DATA RETENTION Sprint 4 - Development</b> <ol style="list-style-type: none"> <li>1. Sprint Planning</li> <li>2. Field Mapping</li> <li>3. Scanning</li> <li>4. Auto-Deletion</li> <li>5. Quality Assurance</li> <li>6. User Acceptance Testing</li> <li>7. Review and Adjustment</li> </ol>	Christian/Kath /Nathan	30.5	Done	

CUSTOMER REMARKS	DATABASE CHECK	POST-SERVICE SURVEY	
NOTE: Completion of above services shall be considered <b>CONFIRMED</b> if no confirmation is received seven (7) working days after date of receipt of this form.	Local Backup	Expertise	1 2 3 4 5
	Network Backup	Punctuality	1 2 3 4 5
	External Backup	Approachability	1 2 3 4 5
	Maintenance Plan	Politeness	1 2 3 4 5

Performed by	Customer Confirmation (completion of above service)	Customer Acknowledgement (receipt of this document)
 Kathleen May E. Catapia Consultant	<b>MICHAEL BUCTUAN</b> Customer PIC	<b>MICHAEL BUCTUAN</b> Customer PIC