

Service Report Form

CUSTOMER & REPORT FORM DETAILS			
Customer	AMC		
Project	HRIS PEOPLE NAVEE IMPLEMENTATION		
SRF Subject	DATA RETENTION SPRINT 2		
Customer PIC	MICHAEL BUCTUAN	Position	PROJECT MANAGER
Service Type	DBTI – VIRTUAL MEETING	SRF No.	SRF-FC-10
Dates Covered	August-October 2024	Total Man-days	30.5

ONSITE SERVICE DETAILS

Date	Tasks / Activities	PIC	MD	Status	Comments
August-October 2024	DATA RETENTION Sprint 2 - Development <ol style="list-style-type: none"> 1. Sprint Planning 2. Field Mapping 3. Scanning 4. Auto-Deletion 5. Quality Assurance 6. User Acceptance Testing 7. Review and Adjustment 	Christian/Kath /Nathan	30.5	Done	

CUSTOMER REMARKS	DATABASE CHECK	POST-SERVICE SURVEY	
NOTE: Completion of above services shall be considered CONFIRMED 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	MICHAEL BUCTUAN Customer PIC	MICHAEL BUCTUAN Customer PIC