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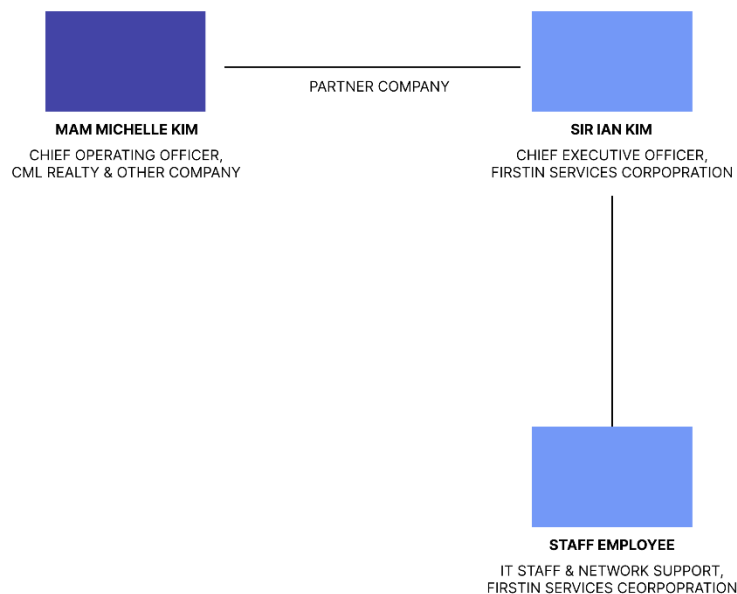
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I. MANAGEMENT

i. COMPANY INFORMATION AND BRANCH LOCATIONS


a. COMPANY STRUCTURE

- THE COMPANY NAMED “**FIRSTIN SERVICES CORPORATION**” WHICH FOCUSES ON DELIVERING IT SOLUTIONS IN TERMS OF NETWORKING (INCLUDING VOIP PHONES AND ANALOG PABX), AND CCTV TO CLIENTS INSIDE OF COMPANY, PARTNER COMPANY, AND EXTERNAL CLIENTS WHICH BUILD BY SIR IAN KIM. PLEASE REFER BELOW FOR THE BASIC ORGANIZATIONAL STRUCTURE DIAGRAM.




b. COMPANY ITEMS AND SERVICES LIST





CLASSIFICATION	CATEGORY	BRAND
NETWORK	SWITCH	TP-LINK, RUIJIE, & RUIJEE REYEE
	ROUTER	TP-LINK, RUIJIE, & RUIJEE REYEE
	WIRELESS ACCESS POINT	TP-LINK, RUIJIE, & RUIJEE REYEE
	VOIP DEVICE	FANVIL (IP PHONE)
		YEASTAR (IP PABX)
CCTV	DVR/XVR	DAHUA
	NVR	DAHUA
	ANALOG CAMERA	DAHUA
	IP CAMERA	DAHUA
OFFERED SERVICE (BUT NOT LIMITED)	SMALL STORE/OFFICE	DAHUA NVR & CAMERA WITH RUIJIE REYEE PRODUCT (NO NEED VOIP)
	MEDIUM STORE/OFFICE	DAHUA NVR & CAMERA WITH TP-LINK PRODUCT & YEASTAR VOIP PABX WITH FANVIL IP PHONE
MAINTENANCE	INTERNET	NETWORK AND OTHER IT RELATED DEVICES.
	CCTV	DVR/XVR, NVR, ANALOG, AND IP CAMERAS


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c. PARTNER COMPANY BRANCH LOCATIONS

BRANCH NAME	LOCATION	IMAGE
LUNA PRIME HUB	31 LUNA ST, OLONGAPO, 2200 ZAMBALES	
OPTIMISED CORPORATION	1F LUNA BUILDING, #31 LUNA ST, OLONGAPO, 2200 ZAMBALES	
BYOC LAUNDRY	E 1ST ST, OLONGAPO, ZAMBALES	
6-12 LAUNDRY SHOP	R7HM+ WF8, E 10th St, Subic Bay Freeport Zone, Olongapo, Zambales	

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DRAPPER ST. APRTMENT	21 DRAPPER ST., OLONGA PO CITY	
1 ST ST. BANICAIN APARTMENT	22 W 1ST ST, OLONGAPO, 2200 ZAMBALES	
MABAYUAN APARTMENT	4 OTERO AVE, OLONGAPO, 2200 ZAMBALES	
THE 18 TH BUILDING	13 LINDAYAG ST, OLONGAPO, ZAMBALES	

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COSTA DEL SUBIC	211 OLONGAPO - BUGALLON RD, SUBIC, ZAMBALES	
4.4 HECTARE	CASTELLIJOS, ZAMBALES	

d. COMPANY INTERNAL AND EXTERNAL CLIENTS LIST

CLIENT NAME	CONTACT NO.	LOCATION	REMARKS
YESE BUILDING	09213187416	R7FM+ XG4, RIZAL HWY, SUBIC BAY FREEPORT, ZONE, ZAMBALES	CCTV AND INTERNET WORKS
GOBLIN UNLI SAMYEOB RESTAUTANT	09272510822	CDB AREA, RIZAL HWY, SUBIC BAY FREEPORT ZONE, 2200 ZAMBALES	CCTV AND INTERNET WORKS
NEO OCEANIC TRADING	-	GOLDTREE BLDG STA RITA CORNER CANAL ROAD SUBIC BAY FREEPORT ZONE, OLONGAPO CITY, ZAMBALES	SOFTWARE (MS OFFICE) WORKS
NEO OCEANIC TRADING HOUSE	-	BINICTICAN, KALAYAAN	CCTV WORKS

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ii. JOB ORDER

a. JOB ORDER REPORT PROCESS

- JOB ORDER REPORT WAS USE BY OTHER DEPARTMENT WHEN REQUESTING ON A CERTAIN CONCERN RELATED TO I.T., ELECTRICAL, PLUMBING, CONSTRUCTION, AND MISCELLANEOUS WORKS THAT RELATED TO MAINTENANCE. PLEASE REFER TO THE DIAGRAM BELOW TO UNDERSTAND THE PROCESS ON HOW IT WORKS.

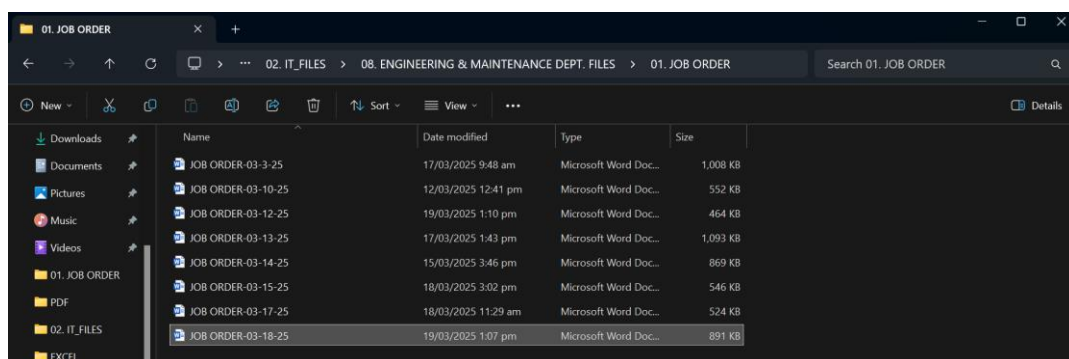



b. JOB ORDER REPORT COMPILATION

- REPORT COMPILATION OF JOB REQUESTED BY OTHER DEPARTMENT IS REQUIRED AND NEEDED TO ASSURE THAT IT CAN BE MONITORED AND PROVIDE PROPER MANAGEMENT ON HOW TO TACKLE THE CONCERNS. PLEASE REFER BELOW FOR REFERENCE PURPOSES ON HOW TO COMPILE.

STEP 1: SECURE A COPY OF RECENT JOB ORDER DOCUMENTATION REPORT, USE IT AS THE GUIDE/TEMPLATE AND EDIT THE INFORMATION NEEDED FROM THE FOLDER

D:\02. IT_FILES\08. ENGINEERING & MAINTENANCE DEPT. FILES\01. JOB ORDER



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STEP 2: EDIT THE OLD DOCUMENT BASED ON THE DATA COLLECTED. CREATION OF DOCUMENT STARTS AT HEADER GOING TO THE BODY OF DOCUMENT.

HEADER:

- DOCUMENT NO., PAGE NO. (NEED TO UPDATE THE TOTAL PAGES), DATE AND REVISION NO. (IF ONLY REVISE MAJOR AT DOCUMENT), TOTAL NO. OF JOB ORDER THAT REPORTED WITHIN THIS DAY AND COMPILED.

	CML REALITY AND DEVELOPMENT CORP		DOCUMENT NO.	PAGE NO.
			JO-031825	Page 1 of 4
	JOB ORDER		DATE	REVISION NO.
			2025-03-18	

DATE: 03-18-2025 (TUESDAY)

NO. OF ORDER: 3

BODY:

- REQUEST NO. (PLEASE REFER TO JOB ORDER SPREAD SHEET VIA LINK PROVIDED BELOW TO MONITOR WHAT NO. IS THE LAST AND UPDATE ALSO AT THE SPREADSHEET THE CONCERN REPORTED), CONCERN INFORMATION, PROJECT TIMELINE AND ESTIMATED BUDGET/COST (IF MATERIALS NEEDED TO REQUEST)

LINK:


https://docs.google.com/spreadsheets/d/13KfXqMNaUoKECas8jZczKbT8vLNNH_PWmwx_D4znQUk/edit?gid=0#gid=0

1.ORDER: REQ-50

REQUESTED BY: RONNEL PENDOS
DEPARTMENT: ACCOUNTING DEPARTMENT

STATUS: COMPLETED

NO.	CONCERN	LOCATION	PROCEDURE	MAINTENANCE TYPE	PRIORITY LEVEL
1	NO INTERNET CONNECTION MS. CHE DESKTOP PC.	ACCOUNTING DEPARTMENT, 1F LUNA BUILDING.	CHECK INTERNET CONNECTION.	CONDITION BASED MAINTENANCE	HIGH
IMAGE			REMARKS		
			<ul style="list-style-type: none"> NEED TO RELOCATE USB PORT THE WIFI DONGLE TO ELIMINATE USB DRIVER CORRUPTION. 		

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1.1. PROJECT TIMELINE

TASK	START DATE	END DATE	MANPOWER
CHECK DESKTOP PC OF MS. CHE.	03-18-2025	03-18-2025	LARRY M. MIRADOR JR.

1.2. BUDGET/ COST OF MATERIALS

NO.	NAME OF ITEM	UNIT	QUANTITY	EST. RATE	AMOUNT
1	-	-	-	-	-

TOTAL: -

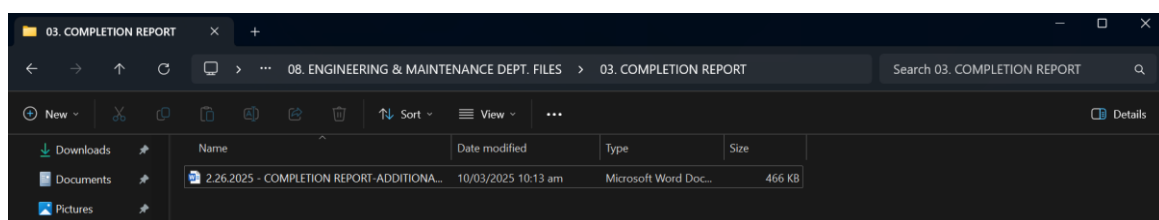
NOTE: EMERGENCY FUNDS CAN BE REQUESTED FOR MATERIALS NEEDED IMMEDIATELY (E.G., ELECTRICAL, PLUMBING, OR HAZARDOUS MATERIALS) THAT MAY AFFECT SALES, WATER BILLS, OR SAFETY. A DOCUMENTED JOB ORDER REPORT MUST BE SUBMITTED TO THE ACCOUNTING DEPARTMENT AND SIGNED THE LOGBOOK PROVIDED TO SECURE A DATA ON WHEN AND HOW MUCH REQUESTED MONEY.

c. JOB ORDER COMPLETION REPORT

- COMPLETION REPORT OF JOB ORDER CREATION OCCURS WHEN THE CONCERNED PROBLEM ACTION TAKEN WAS COMPLETED. PLEASE REFER BELOW FOR REFERENCE PURPOSES ON HOW TO COMPILE.

STEP 1: SECURE A COPY OF RECENT JOB ORDER COMPLETION REPORT, USE IT AS THE GUIDE/TEMPLATE AND EDIT THE INFORMATION NEEDED FROM THE FOLDER


D:\02. IT_FILES\08. ENGINEERING & MAINTENANCE DEPT. FILES\03. COMPLETION REPORT



STEP 2: EDIT THE OLD DOCUMENT BASED ON THE DATA COLLECTED. CREATION OF DOCUMENT STARTS AT HEADER GOING TO THE BODY OF DOCUMENT.

HEADER:

- DOCUMENT NO., PAGE NO. (NEED TO UPDATE THE TOTAL PAGES), DATE AND REVISION NO. (IF ONLY REVISE MAJOR AT DOCUMENT), TOTAL NO. OF JOB ORDER THAT REPORTED WITHIN THIS DAY AND COMPILED.

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	CML REALITY AND DEVELOPMENT CORP		DOCUMENT NO.	PAGE NO.
			CR-3325	Page 1 of 1
	COMPLETION REPORT		DATE	REVISION NO.
			2025-3-25	

BODY:

- FILL UP THE SUBJECT, SCOPE OF WORK, PROJECT TIMELINE, BUDGET/COST OF MATERIALS, AND PHOTO ATTACHMENTS. AFTER THE DOCUMENTATION OF COMPLETION REPORT COMPLETED, UPDATE THE STATUS OF JOB ORDER AT JOB ORDER SPREADSHEET.

LINK:

https://docs.google.com/spreadsheets/d/13KfXqMNaUoKECas8jZczKbT8vLNNH_PWmwxD4znQUk/edit?gid=0#gid=0

1. SUBJECT

- CONSTRUCTION AND INSTALLATION OF THE CABINET ON ACCOUNTING OFFICE.

2. SCOPE OF WORK


- LAYOUT AND SUBMISSION OF PLANS.
- ORDER AND ORGANIZE MATERIALS NEEDED.
- CONSTRUCTION AND FABRICATION OF CABINETS.
- INSTALLATION OF CABINETS.

3. PROJECT TIMELINE

TASK	START DATE	END DATE	MANPOWER
CONSTRUCTION AND OF CABINET	02-26-2025	02-26-2025	3 WORKERS
INSTALLATION OF CABINETS	03-01-25	03-01-25	2 WORKERS

4. BUDGET/ COST OF MATERIALS

NO.	NAME OF ITEM	UNIT	QUANTITY	RATE	AMOUNT
1	Plyboard 3/4	Pcs	3.00	1,150	3,450
2	Wall Putty 1.5 Kg	Pail	1.00	190	190
3	Boysen 715	Pail	2.00	197	394
4	Black Screw Wood 2"	Box	1.00	875	875
5	Sand Paper 600	Sheet	5.00	12	60
6	Handle Chrome	Pair	4.00	30	120
7	Amerilock	Pcs	4.00	65	260
8	Drawer Guide 16"	Pair	1.00	95	95
9	Screw 3/8x2	Pc	1.00	8	8
10	Expansion Shield Conc	Pc	1.00	28	28
11	Drawer Lock	Pcs	2.00	160	320
TOTAL:					6,174

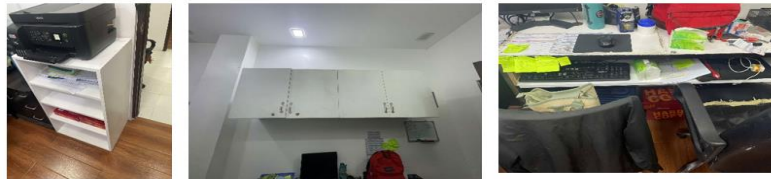
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5. PHOTO ATTACHMENTS

CONSTRUCTION OF CABINETS



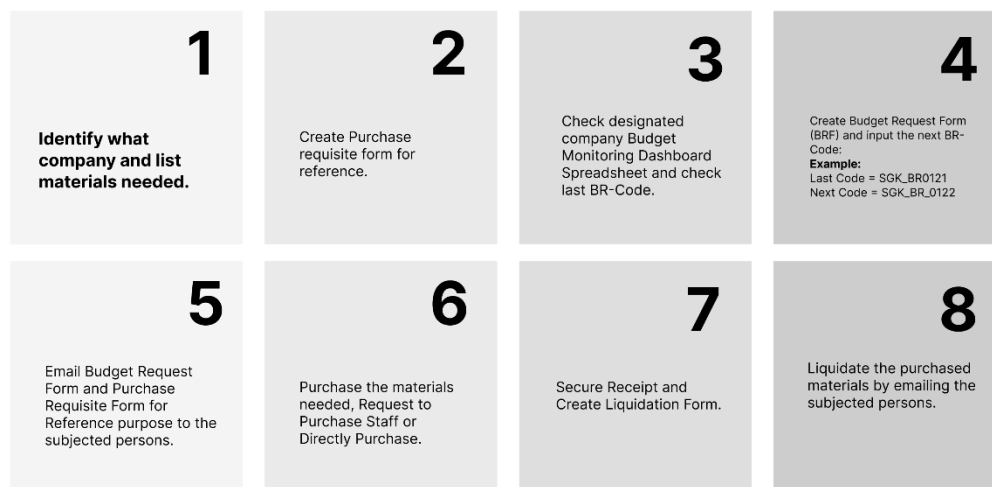
INSTALLATION OF CABINETS



d. JOB ORDER BILLING STATEMENT

iii. PURCHASE REQUISITE

a. PURCHASE REQUISITE PROCESS




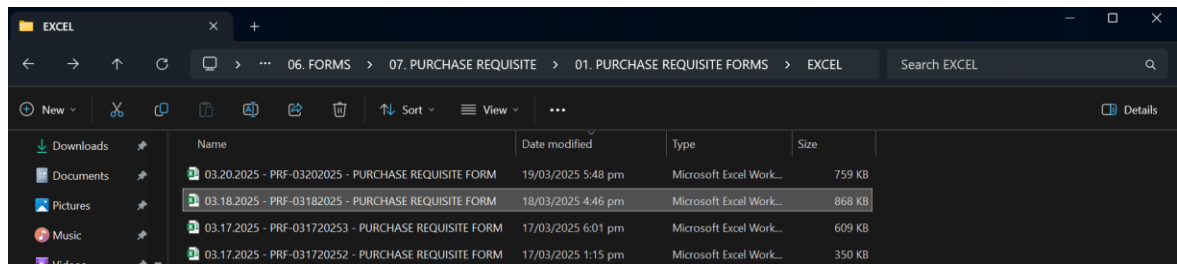
b. PURCHASE REQUISITE CREATION

- REQUESTION OF MATERIALS NEEDED TO BE DOCUMENTED TO LIST AND EASILY PURCHASE. PLEASE REFER BELOW ON HOW TO FILL UP THE FORM.


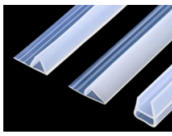

STEP 1: SECURE A COPY OF RECENT PURCHASE REQUISITE CREATION, USE IT AS THE GUIDE/TEMPLATE AND EDIT THE INFORMATION NEEDED FROM THE FOLDER.

D:\02. IT_FILES\06. FORMS\07. PURCHASE REQUISITE\01. PURCHASE REQUISITE FORMS\EXCEL

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STEP 2: EDIT THE DATA ENCODED AT OLD PURCHASE REQUISITE FORMS, INPUT THE MATERIALS NEEDED TO BE PURCHASE AT THE TABLE.

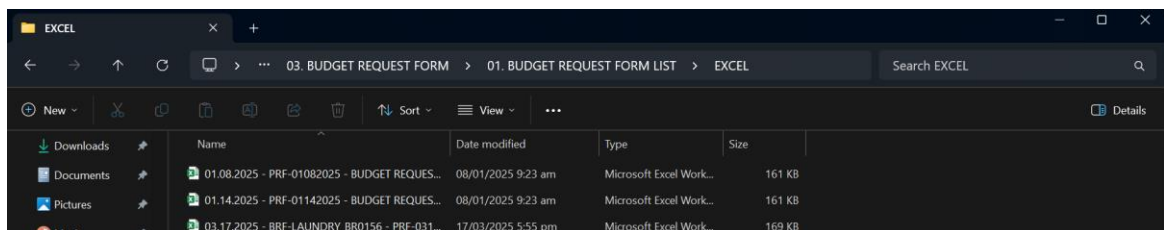
	Firstin Corporation						Purchase No.	
	Purchase Requisite Form						PRF-031720253	
							Date	
							03/18/25	
No.	Item Description	Qty	Unit	Approx. Unit Price	Approx. Price	Purpose	Image	Remarks
1	Silicone Glass Door Seal Strip 10mm Hard	3	pcs	PHP 400.00	PHP 1,200.00	For CML Sales and Marketing Office Gaps		Standard 2M per pc, if there is 4M per pc and within the budget please choose it.
2	12W Tri-Color Downlight Square LED Light Dimension:6.49" (165MM) x 6.49" (165MM)	5	pcs	PHP 680.00	PHP 3,400.00	For Luna Building Rooms		
Requested By:						Approve By:		
Jarry M. Mirador Jr.						Ms. Michelle Kim		


c. BUDGET REQUEST CREATION

- BUDGET REQUEST FORM CREATION OCCURS WHEN PURCHASE REQUISITE FORM DOCUMENTATION COMPLETED TO USE AS THE REFERENCE FOR ACCOUNTING DEPARTMENT AND COMPANY OWNER TO APPROVE OR DISAPPROVE THE REQUEST. PLEASE REFER BELOW FOR REFERENCE ON HOW TO CREATE.

STEP 1: SECURE A COPY OF RECENT BUDGET REQUEST FORM, USE IT AS THE GUIDE/TEMPLATE AND EDIT THE INFORMATION NEEDED FROM THE FOLDER.




D:\02. IT_FILES\06. FORMS\03. BUDGET REQUEST FORM\01. BUDGET REQUEST FORM LIST\EXCEL



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STEP 2: SELECT THE DESIGNATED COMPANY AT EXCEL WORK SHEET AND EDIT THE DATA ENCODED AT OLD BUDGET REQUEST FORM, INPUT THE DESIGNATED COMPANY, REQUEST NO., DATE AND MATERIALS NEEDED TO BE PURCHASE AT THE TABLE BASED ON THE PURCHASED REQUISITE FORM.

ALL COMPANY	CML REALTY	CML TOP	UPTI	LUNA	HIDDEN	SGK	ISCAPE	LAUNDRY	+
-------------	------------	---------	------	------	--------	-----	--------	---------	---

				
---	---	---	--	---

BUDGET REQUEST

COMPANY:		LUNA PRIME HUB		DATE:	March 20, 2025
CONTROL No.		LUNA_BR0000		AMOUNT:	₱8,740.00
DATE	ITEM/S	QUANTITY	PRICE PER UNIT	TOTAL AMOUNT	
March 19 2025	Bidet	pcs	295.00	1,180.00	
March 19 2025	Two Way Angle Valve	pcs	295.00	1,180.00	
March 19 2025	Faucet	pcs	600.00	2,400.00	
March 19 2025	Surface Convenient Outlet	pcs	170.00	680.00	
March 19 2025	Washing Machine Belt	pcs	1,650.00	3,300.00	
March 19 2025	Washing Machine Motor	pcs	-	-	

NOTE: PLEASE TAKE CAUTION TO UPDATE THE CONTROL NO. AND COMPANY NAME TO AVOID CANCELLATION WHEN EMAILED AT ACCOUNTING DEPARTMENT AND COMPANY OWNER AND CONVERT IT TO PDF BEFORE SENDING THROUGH EMAIL.

d. PURCHASE REQUEST EMAIL PROCESS


- EMAILING THE PURCHASE REQUISITE ATTACHED WITH BUDGET REQUEST FORM NEEDS TO BE HANDLE SERIOUSLY TO AVOID CONFUSION AND DELAY WHEN WAITING APPROVAL. PLEASE REFER BELOW FOR REFERENCE PURPOSED ON HOW TO EMAIL THE REQUEST FORMS.

STEP 1: GO TO GMAIL WEB APP USING FIRSTIN IT EMAIL ACCOUNT (ACCOUNT WILL BE PROVIDED BELOW OR KINDLY ACCESS AT IT FILES DIRECTORY WHERE IT ACCOUNT LIST STORED).

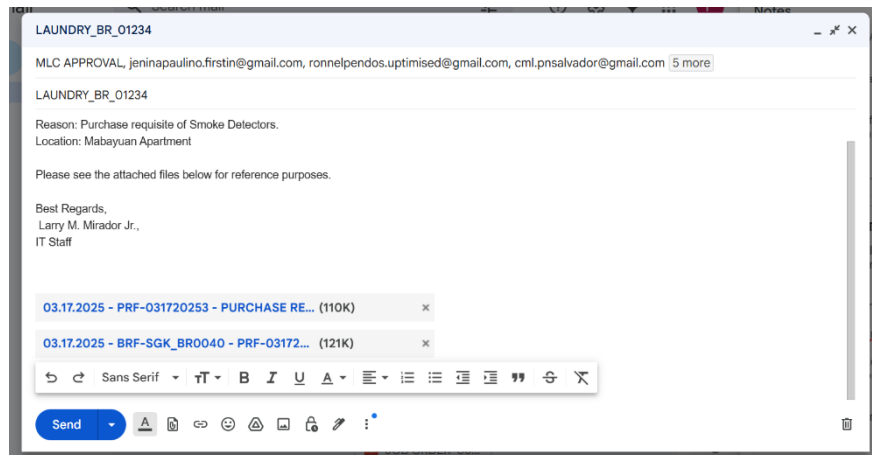
EMAIL ADDRESS	PASSWORD
it.firstin@gmail.com	Firstin@1004

IT ACCOUNT LIST DIRECTORY:

D:\02. IT_FILES\02. OA & INVENTORY\01. INVENTORY

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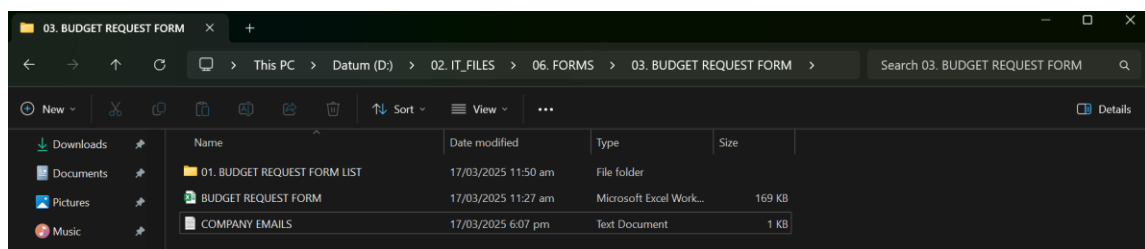
STEP 2: COMPOSE AN EMAIL AND ATTACHED THE BUDGET REQUEST FORM AND PURCHASED REQUISITE FORM WHICH NEED TO SEND AT MLC APPROVAL EMAIL ADDRESS AND CC OTHER STAFFS INVOLVE. PLEASE REFER BELOW ON HOW TO EMAIL AND ALL EMAIL ADDRESS WILL BE LISTED BELOW.




CATEGORY	EMAIL ADDRESS	DEPARTMENT
MAIN RECIEVER	approvalmlc@gmail.com	—
CARBON COPY (CC)	jeninapaulino.firstin@gmail.com,	ACCOUNTING DEPARTMENT
	ronnelpendos.uptimised@gmail.com,	ACCOUNTING DEPARTMENT
	cml.pnsalvador@gmail.com,	ACCOUNTING DEPARTMENT
	vroncaes.cml@gmail.com,	ACCOUNTING DEPARTMENT
	cml.cherelyn@gmail.com,	ACCOUNTING DEPARTMENT
	danicalozano.uptimised@gmail.com	—
	engg.cml@gmail.com	ENGINEERING AND MAINTENANCE DEPARTMENT
	chrismedialdea.cml@gmail.com	—

NOTE: IF FORGOT THE EMAILS KINDLY ACCESS THE IT ACCOUNT LIST WERE LOCATED AT IT FILES NAMED “”. PLEASE REFER BELOW FOR THE FILE DIRECTORY.

D:\02. IT_FILES\06. FORMS\03. BUDGET REQUEST FORM



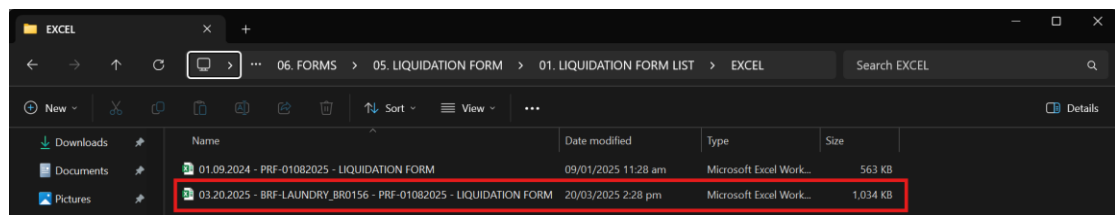
	<h1 style="text-align: center;">FIRSTIN CORPORATION</h1>	DOCUMENT NO.	PAGE NO.
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e. PURCHASE LIQUIDATION PROCESS

- AFTER PURCHASED MATERIALS WERE DELIVERED THE EMPLOYEE NEEDS TO LIQUIDATE THE REQUESTED MATERIALS/FUND THIS IS LIQUIDATION PROCESS TAKES UP. PLEASE REFER BELOW FOR REFERENCE ON HOW TO LIQUIDATE THE REQUESTED MATERIALS/FUNDS.






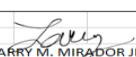
STEP 1: SECURE A COPY OF LIQUIDATION FORM EXCEL FILE AND RECEIPT OF PURCHASED MATERIALS.


D:\02. IT_FILES\06. FORMS\05. LIQUIDATION FORM\01. LIQUIDATION FORM LIST\EXCEL



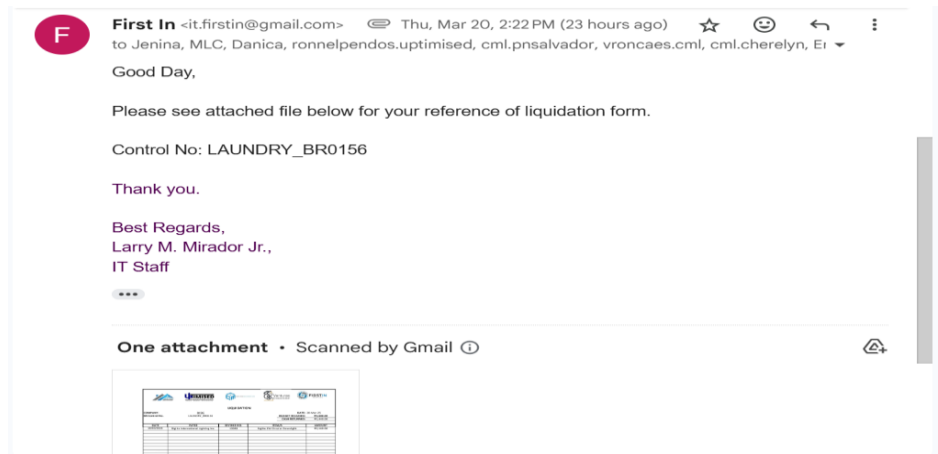
STEP 2: EDIT THE CONTENTS OF THE LIQUIDATION FORM WHICH NEEDS TO INPUT BY THE FOLLOWING DATA LISTED BELOW:

- COMPANY
- BR CONTROL NO.
- DATE
- BUDGET RELEASED
- PAYEE (COMPANY WHERE MATERIALS PURCHASED)
- INVOICE NO.
- AMOUNT (TOTAL PER EACH ITEM)
- SUBMITTED BY (PRINTED NAME AND E-SIGNATURE)


    				
LIQUIDATION				
COMPANY: BYOC BR Control No. LAUNDRY_BR0156		DATE: 20-Mar-25 BUDGET RELEASED: ₱3,600.00 CASH RETURNED: ₱1,440.00		
DATE	PAYEE	INVOICE NO.	ITEM/S	AMOUNT
20/03/2025	Biglite International Lighting Inc.	13943	Biglite 6W Circular Downlight	₱2,160.00
TOTAL				₱2,160.00
SUBMITTED BY:  LARRY M. MIRADOR JR.				
NOTED BY: _____				

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STEP 3: SAVE AS AN EXCEL FILE AND REPLY ALL IT TO THE CORRESPONDING BUDGET REQUEST EMAIL THAT SENT (PLEASE BASE ON THE BUDGET REQUEST NO. TO LOCATE THE EMAIL WHERE YOU WILL REPLY IT). BELOW ARE THE LISTED EMAIL ADDRESS THAT NEEDS TO RECEIVE THE LIQUIDATION FORM.

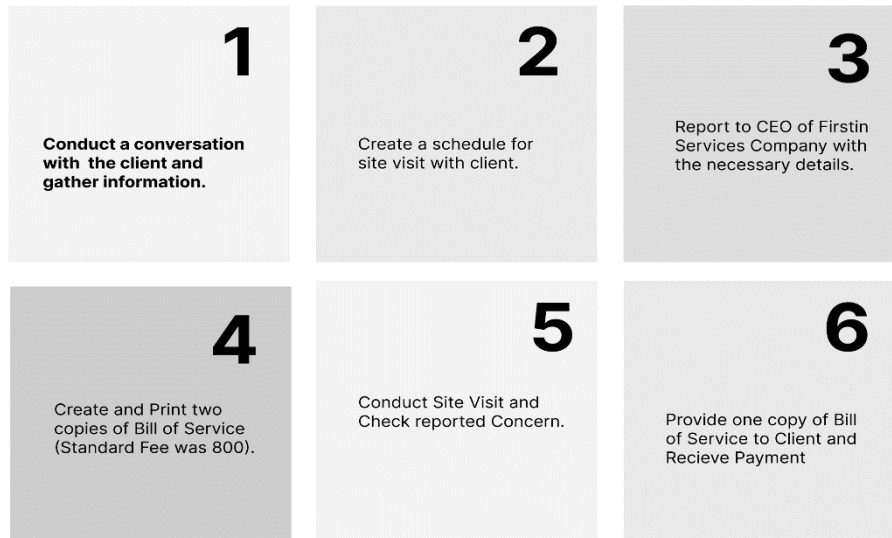


CATEGORY	EMAIL ADDRESS	DEPARTMENT
MAIN RECIEVER	approvalmlc@gmail.com	–
CARBON COPY (CC)	jeninapaulino.firstin@gmail.com,	ACCOUNTING DEPARTMENT
	ronnelpondos.uptimised@gmail.com,	ACCOUNTING DEPARTMENT
	cml.pnsalvador@gmail.com,	ACCOUNTING DEPARTMENT
	vroncaes.cml@gmail.com,	ACCOUNTING DEPARTMENT
	cml.cherelyn@gmail.com,	ACCOUNTING DEPARTMENT
	danicalozano.uptimised@gmail.com	–
	engg.cml@gmail.com	ENGINEERING AND MAINTENANCE DEPARTMENT
	chrismedialdea.cml@gmail.com	–

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iv. BILL OF SERVICE

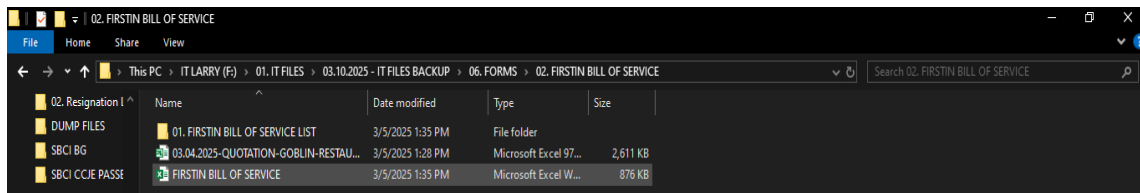
a. BILL OF SERVICE PROCESS



b. BILL OF SERVICE COMPILATION


STEP 1: SECURE A COPY OF BILL OF SERVICE FORM EXCEL FILE.


D:\02. IT_FILES\06. FORMS\05. LIQUIDATION FORM\02. FIRSTIN BILL OF SERVICE

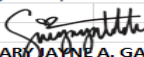


STEP 2: EDIT THE CONTENTS OF THE LIQUIDATION FORM WHICH NEEDS TO INPUT BY THE FOLLOWING DATA LISTED BELOW:


- DATE
- REFERENCE NO. (RFTS-XXXXXX)
- RECIEVER (TO)
- SUBJECT
- LOCATION
- DESCRIPTION OF WORKS
- COST
- DUE DATE (MOSTLY INPUT "1")
- REMARKS (OPTIONAL)
- TOTAL OF SERVICE FEE
- BILL OF MATERIALS IF NEEDED

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	THE FIRSTIN SERVICE CORPORATION			
	Luna Prime Buliding 1F, 31 Luna St., Banicaín Olongapo City Zambales, Philippines 2200		(+47) 250 5965 (+63) 999 888 4788 firstinservicescorp@gmail.com	
March 05, 2025				REF: FTS-030525
To:	Goblin Unli Samyeob Restaurant			
Subject:	Bill of Service CCTV Technical Support about Camera Signal Loss			
Location:	CDB Area, Rizal Hwy, Subic Bay Freeport Zone, 2200 Zambales			
Dear Sir/Madam: Submitting our quotation for the above captioned subject as discussed. This proposal supersedes the initial quotation and therefore a new scope of work and conditions follows below for your review and approval. Conformity upon signing below binds these documents for implementation.				

Description/Scope of works	Cost	Due date(m)	Remarks
CCTV Technical Support about Camera Signal	800	1	
TOTAL:	800		
Warranty Period:			
1 months (MATERIALS), 24/7 telephone technical support to include basic Automatic replacement, subject to above warranty			
Terms and Condition:			
Mode of Payment: 100% payment upon signing of this agreement			
Agreed upon:		Conforme:	
 MARY JAYNE A. GATDULAN Director		SIGNATURE OVER PRINTED NAME	


STEP 3: SAVE USING MS TO PDF AT MS OFFICE PRINTING SECTION TO SAVE AS PDF FILE BY USING “CTRL + P” AT KEYBOARD. PRINT TWO COPIES WHICH WILL USE AS RECEIPT FOR CLIENT.

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v. WORK POINTERS

a. COMPANY

NO.	DESCRIPTION	REMARKS
1	IF CONCERN OR REQUESTED WORK INSIDE OF COMPANY LESS THAN 30 MINUTES IT'S FREE.	IF NEED MATERIALS EXPLAIN TO THE CLIENT AND GAVE THE SPECS THEY WILL REQUEST.
2	IF EXTERNAL CLIENT AND THE WORK ONLY UNDER 30 MINUTES THEY NEED TO PAY (STANDARD FEE IS PHP 800.00)	
3	DO NOT BE LATE ESPECIALLY IN EXTERNAL KOREAN CLIENTS.	
4	CREATE DAILY IT OPERATION REPORT AND SEND TO SIR IAN KIM (FIRSTIN SERVICES CEO)	
5	IF NEED REFERENCE AND ASSISTANCE KINDLY CALL SIR IAN KIM (IF NOT ANSWER LEAVE A MESSAGE).	
6	BEFORE WORKING THAT INVOLVES MEDIUM UP TO LARGE INSTALLATION WORKS, INTERNAL AND EXTERNAL PLEASE CREATE PROPOSAL REPORT AND CONSULT SIR IAN KIM.	
7	PLEASE USE STANDARD WAY IN CABLING (PROTECT CABLE).	
8	PLEASE GATHER DATA AT EXTERNAL CLIENTS CONCERN BEFORE SCHEDULING SITE VISIT.	
9	CREATE BILL OF SERVICE BEFORE CONDUCTING A SITE VISIT AND TROUBLESHOOTING WORKS ON EXTERNAL CLIENTS.	DO NOT SITE VISIT WITHOUT BILL OF SERVICE.
10	DO NOT FORGET THE E-SIGNATURE OF MS. JAYNE GATDULAN AT THE BILL OF SERVICE.	
11	SECURE 2 COPIES OF BILL OF SERVICE FORM (ONE FOR COMPANY AND ONE FOR CLIENT AS A PROOF).	
12	FOR DETAILED INFORMATIONS REGARDING REFERENCES KINDLY ACCESS THE "IT FILES" FOLDER ALL IT RELATED AND ENGINEERING MAINTENANCE DOCUMENTS ARE KEEP IN THE DIRECTORY.	


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b. JOB ORDER

NO.	DESCRIPTION	REMARKS
1	PLEASE UPDATE JOB ORDER SPREADSHEET TO TALLY WITH THE JOB ORDER DOCUMENT REQUEST NUMBERS.	
2	EMERGENCY MAINTENANCE WHICH INVOLVES (ELECTRICAL, PLUMBING, SAFETY HAZARDS CAN USE EMERGENCY FUND ALSO CONCERNS THAT MAY AFFECT SALES OF COMPANY).	
3	DO NOT FORGET TO DOUBLE CHECK BEFORE SENDING BUDGET REQUEST FORM AND LIQUIDATION FORM AT EMAIL TO AVOID VOIDING.	
4	SAVE BEFORE AND AFTER PICTURES OF WORK FOR COMPLETION REPORT DOCUMENTATION.	
5	ESTIMATE SCHEDULE OF EACH WORKS PROPERLY BASE ON COMPANY OPERATION HOURS, GUEST SCHEDULES, AND PRIORITY LEVEL.	

c. PURCHASE REQUISITE

NO.	DESCRIPTION	REMARKS
1	ESTIMATE PURCHASE MATERIALS HIGHER COMPARE THAN ONLINE PRICES	
2	PURCHASE REQUISITE FORM NUMBER NEED TO INCLUDE ALSO IN BUDGET REQUEST FORM TO AVOID CONFUSION IN FILES.	
3	ALWAYS ATTACHED PURCHASE REQUISITE FORM AT BUDGET REQUISITE FORM WHEN EMAILING TO AVOID LACK OF INFORMATION WHEN ACCOUNTING AND PURCHASE STAFF NEED REFERENCE.	

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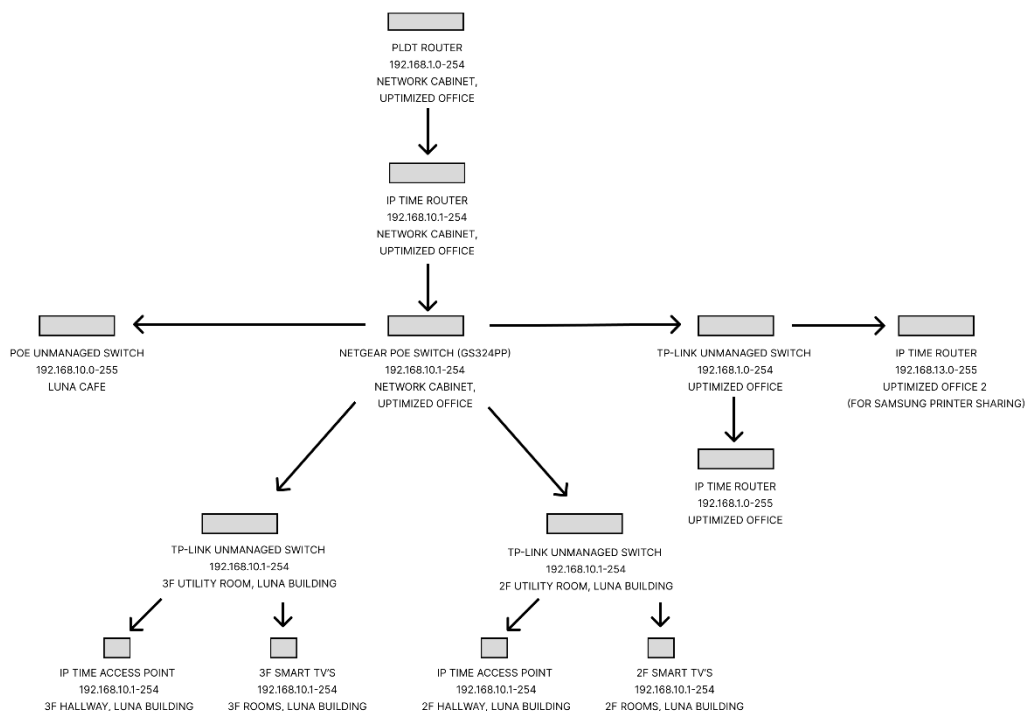
II. INTERNET


i. COMPANY ISP SUMMARY LIST

NO.	NAME	ACCOUNT NO.	TELEPHONE NO.	LOCATION
1	LUNA CAFÉ	0371657568	0472505965	LUNA CAFÉ, 1F LUNA BLDG.
2	BYOC	0375529815	0472220495	BYOC, OLONGAPO CITY
3	HIDDEN HAVEN	0351393432	0476025239	HIDDEN HAVEN
4	6-12 LAUNDRY	0375799588	0472221051	6-12 LAUNDRY SHOP, HANSEN ST., OLONGAPO CITY
5	LUNA BUILDING	0374423134	0476028340	OPTIMISED OFFICE, LUNA BLDG.
6	COSTA DEL SUBIC	106487	-	COSTA DEL SUBIC, CALAPANDAYAN

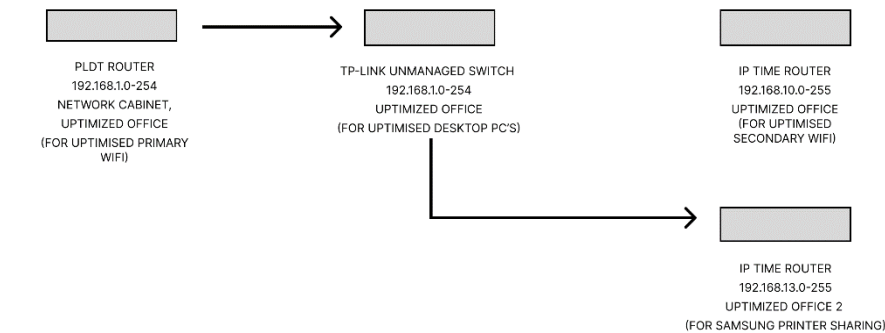
ii. COMPANY BASIC NETWORK TOPOLOGY DIAGRAMS

a. LUNA BUILDING

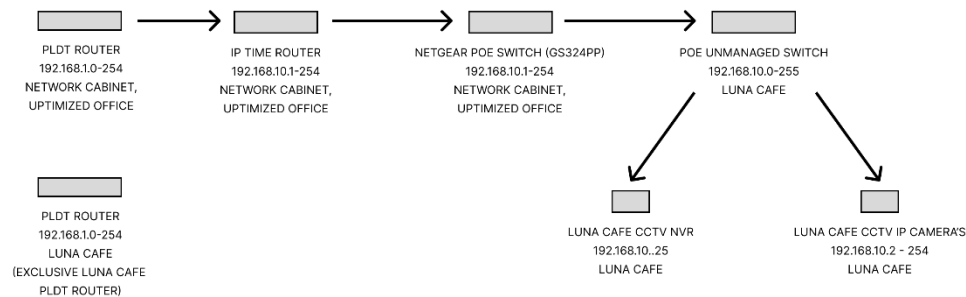


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b. UPTIMISED




c. LUNA CAFÉ

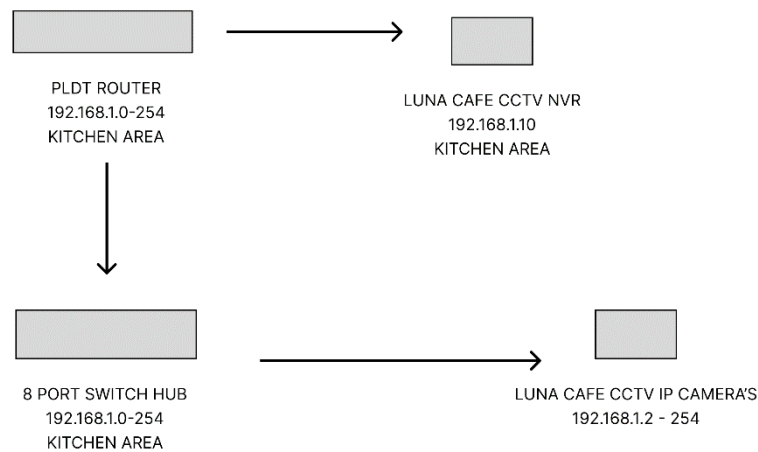


d. BYOC

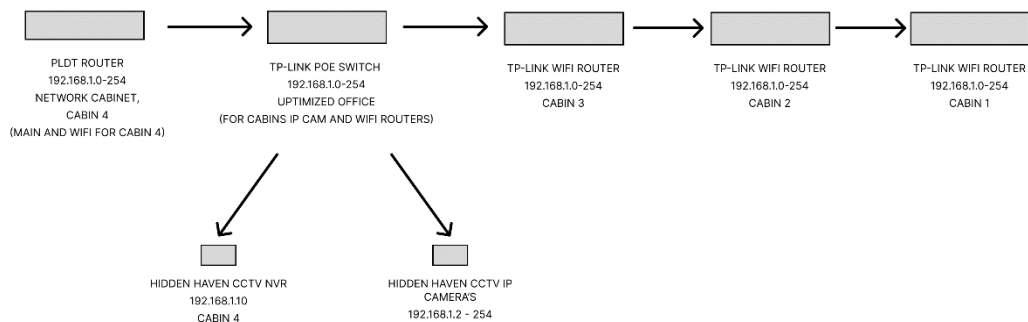



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e. 6-12 LAUNDRY SHOP

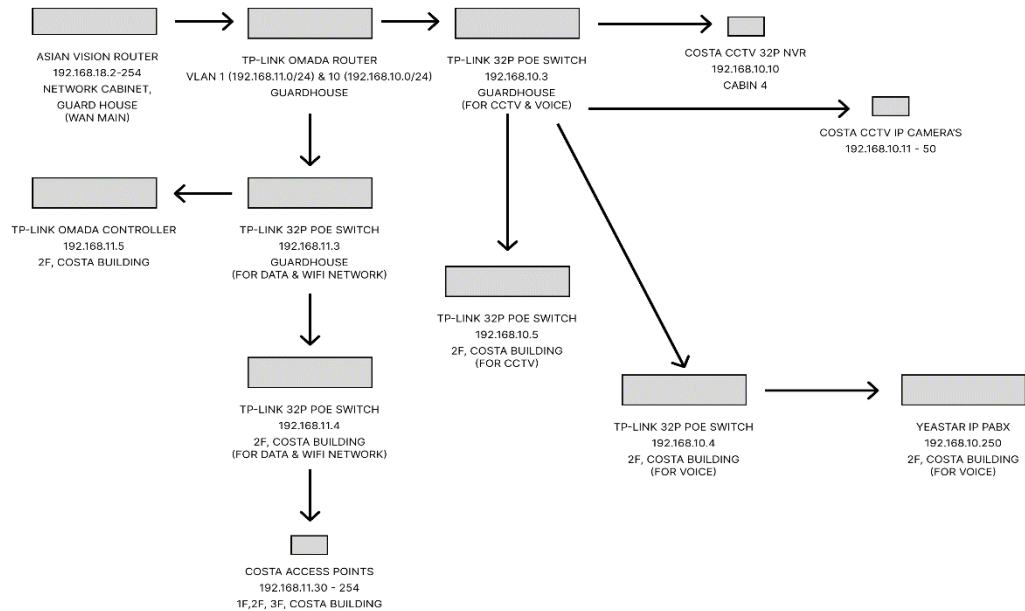



f. HIDDEN HAVENS



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g. COSTA DEL SUBIC



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iii. INTERNET BASIC TROUBLESHOOTING GUIDES

a. LUNA BUILDING

PROBLEM:

ALL ROOMS AND OFFICES IN LUNA BUILDING HAD NO INTERNET CONNECTION

SOLUTION:

1. CHECK POWER CONNECTION OF PLDT MAIN ROUTER.


a. LOOK FOR THE POWER SUPPLY CONNECTION LOCATED AT MIS DEPARTMENT IF PLUG IS NOT LOOSE OR UNPLUG.



2. VERIFY LED STATUS SHOWING AT PLDT MAIN ROUTER

a. CHECK LED STATUS IF THERE IS COLOR RED STATUS BLINKING AND INDICATED AT THE LABEL "LOS" (LOSS OF SIGNAL), IF SHOWING RED LED LIGHT REPORT TO IT DEPARTMENT IMMEDIATELY.



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3. RESTART PLDT MAIN ROUTER DEVICE.

a. IF PROBLEMS STILL PERSIST KINDLY UNPLUG AND RE-PLUG THE POWER ADAPTOR JACK AT ROUTER AFTER 15 SECONDS TO RESTART THE DEVICE AND CHECK IF INTERNET CONNECTION AFTER A WHILE ONCE ROUTER RESTARTS.




b. UPTIMISED

1. VERIFY LED STATUS SHOWING AT PLDT MAIN ROUTER

a. IF PROBLEMS STILL PERSIST KINDLY UNPLUG AND RE-PLUG THE POWER ADAPTOR JACK AT ROUTER AFTER 15 SECONDS TO RESTART THE DEVICE AND CHECK IF INTERNET CONNECTION AFTER A WHILE ONCE ROUTER RESTARTS.



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2. RESTART WIFI ROUTER DEVICE

a. IF PROBLEMS STILL PERSIST KINDLY UNPLUG AND RE-PLUG THE POWER ADAPTOR JACK AT WIFI ROUTER AFTER 15 SECONDS TO RESTART THE DEVICE AND CHECK IF INTERNET CONNECTION AFTER A WHILE ONCE ROUTER RESTARTS.



c. ACCOUNTING OFFICE


1. CHECK POWER CONNECTION OF PLDT MAIN ROUTER

a. LOOK FOR THE POWER SUPPLY CONNECTION LOCATED ABOVE LEVEL OF WIFI ROUTER OR ASK FOR ACCOUNTING STAFF AT ACCOUNTING OFFICE, IF PLUG IS NOT LOOSE OR UNPLUG.

2. RESTART WIFI ROUTER DEVICE

a. IF PROBLEMS STILL PERSIST KINDLY UNPLUG AND RE-PLUG THE POWER ADAPTOR JACK AT WIFI ROUTER AFTER 15 SECONDS TO RESTART THE DEVICE AND CHECK IF INTERNET CONNECTION AFTER A WHILE ONCE ROUTER RESTARTS.



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d. IT/HR/ENGINEERING OFFICE (ROOM 207)

1. CHECK POWER CONNECTION OF PLDT MAIN ROUTER


a. LOOK FOR THE POWER SUPPLY CONNECTION LOCATED ABOVE LEVEL OF WIFI ROUTER, IF PLUG IS NOT LOOSE OR UNPLUG.



2. RESTART WIFI ROUTER DEVICE

a. IF PROBLEMS STILL PERSIST KINDLY UNPLUG AND RE-PLUG THE POWER ADAPTOR JACK AT WIFI ROUTER AFTER 15 SECONDS TO RESTART THE DEVICE AND CHECK IF INTERNET CONNECTION AFTER A WHILE ONCE ROUTER RESTARTS.



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III. CCTV


i. CCTV DVR/XVR AND NVR SUMMARY LIST

NO.	USERNAME	PASSWORD	SERIAL NO.	LOCATION
1	firstin	<u>Firstin@1004</u>	–	–
2	admin	<u>Luna@2022</u>	7A05664PAZ6CBC 8	LUNA CAFÉ, 1F LUNA BLDG.
3	admin	<u>Costa@1004</u>	9H050B3PAZ19C6 B	COSTA RESORT, CALAPACUAN, SUBIC
4	admin	<u>BYOC@2024</u>	AE0B955PAZ07304	BYOC, OLONGAPO CITY
5	admin	cabin123	8K00432PAZF6A6 D	HIDDEN HAVEN, SUBIC
6	admin	admin@1004	5M07F4EPAZ8C13 D	6-12 LAUNDRY, HANSEN ST.
7	admin	<u>admin@1004</u>	AC055ECPAZ69AC 8	6-12 LAUNDRY, HANSEN ST.
8	admin	<u>Luna@2022</u>	8A00AE2PAZ2C56 E	UPTIMISED, LUNA BLDG.

REMARKS:

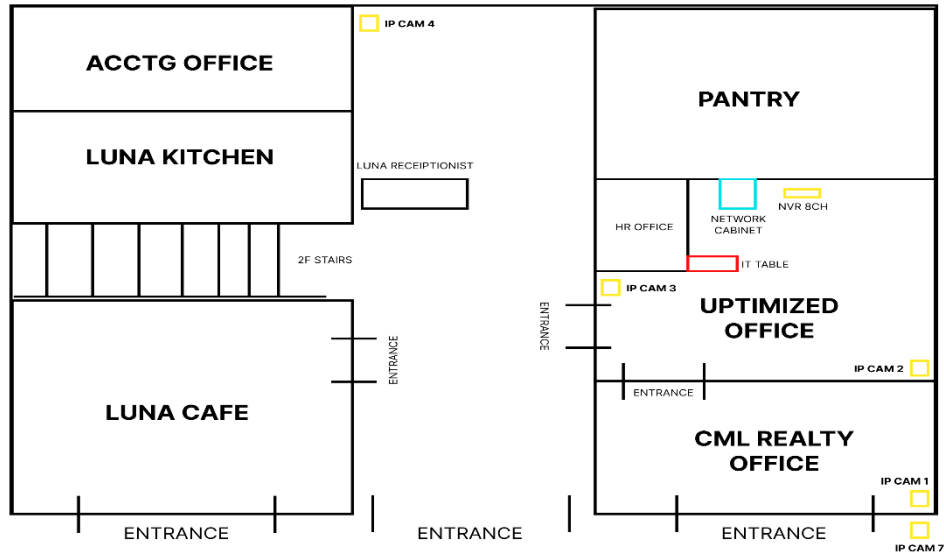
- NO.1 ACCOUNT IS FOR ADMIN BACKUP ACCOUNT PURPOSES IN CASE OF PASSWORD RECOVERY OCCUR.
- FOR DETAILED INFORMATION KINDLY ACCESS “IT ACCOUNT LIST” EXCEL FILE, FILE DIRECTORY LISTED BELOW:

D:\02. IT_FILES\02. OA & INVENTORY\01. INVENTORY

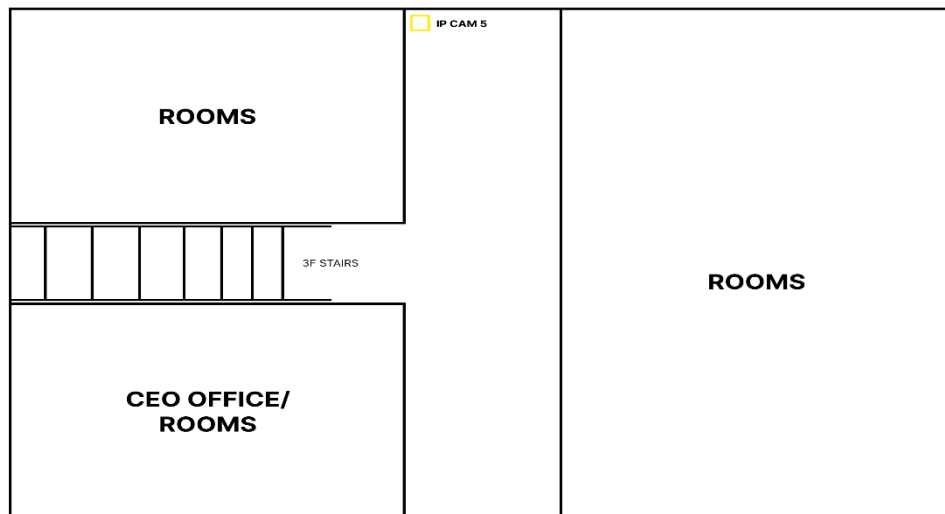
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ii. CCTV BASIC WIRING DIAGRAM TOPOLOGY DIAGRAMS


a. LUNA BUILDING

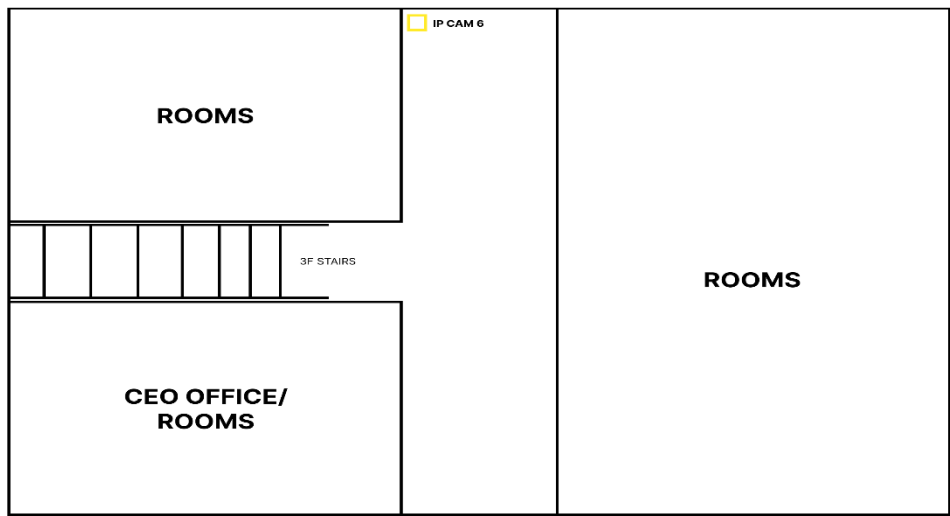


1F LUNA BUILDING



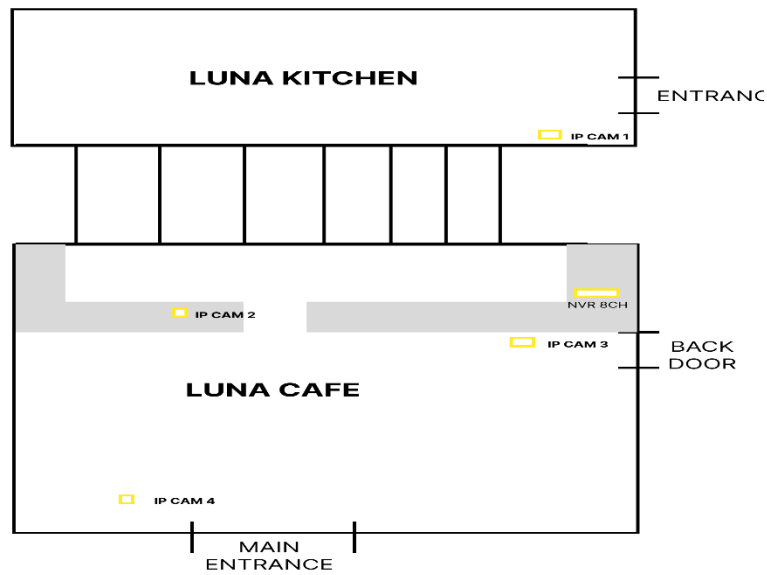
2F LUNA BUILDING


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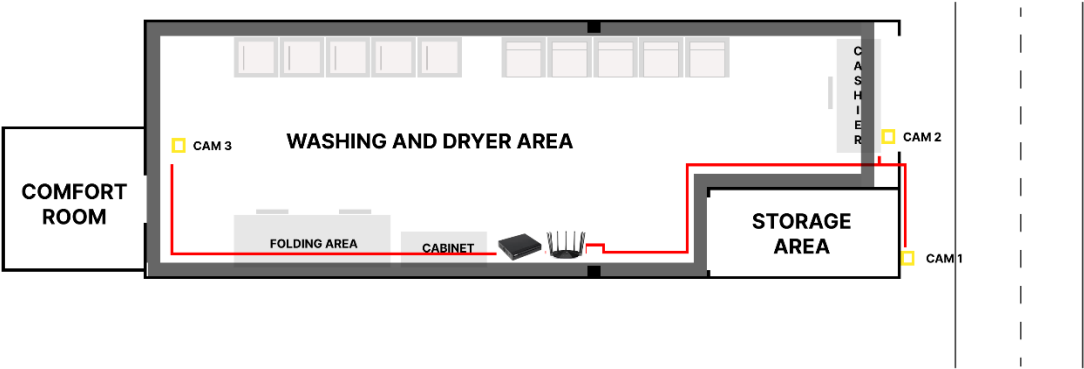
3F LUNA BUILDING

b. LUNA CAFÉ

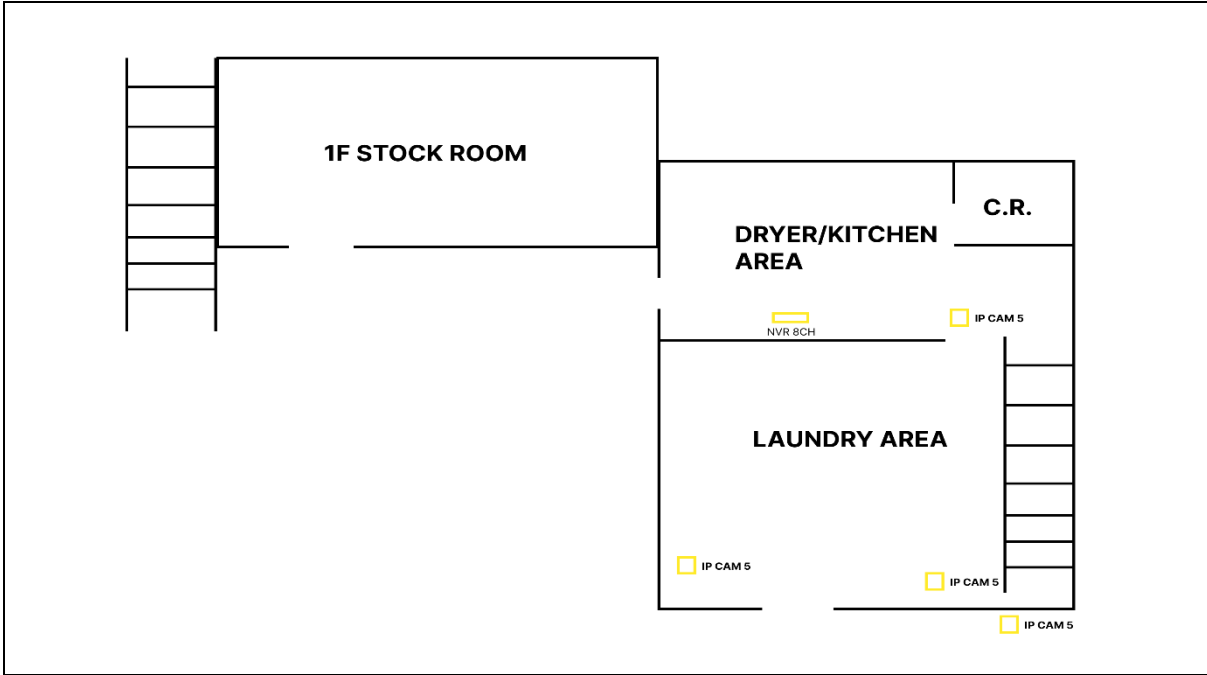


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c. BYOC



d. 6-12 LAUNDRY SHOP

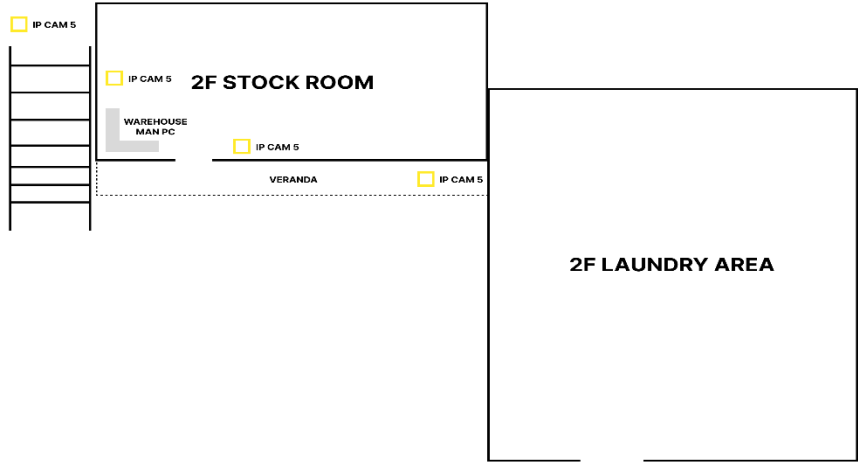





FIRSTIN CORPORATION










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e. COSTA DEL SUBIC

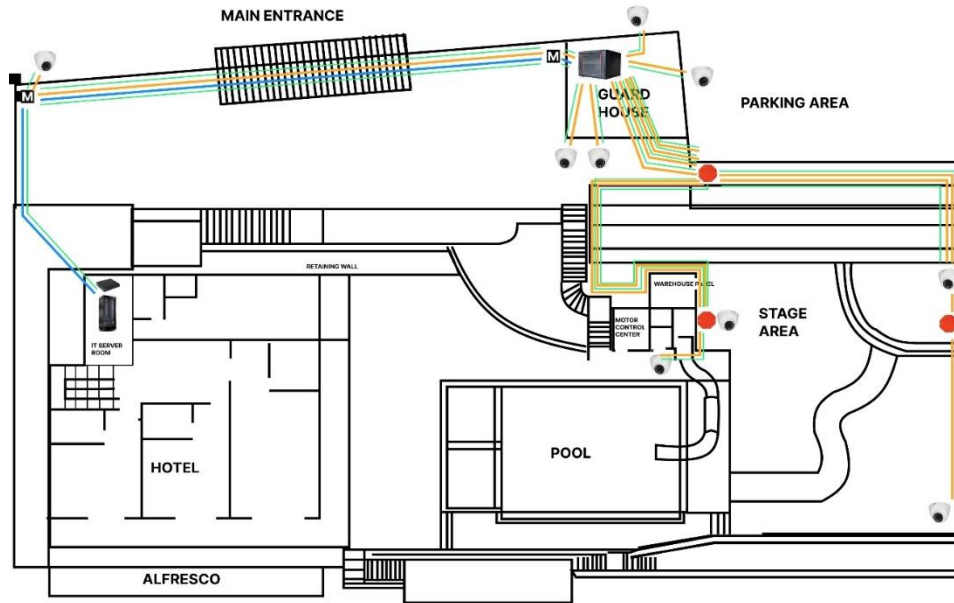
NO.	DESCRIPTION	SYMBOL
3	CCTV NETWORK VIDEO RECORDER (NVR)	
5	CCTV NETWORK CAMERA	
9	JUNCTION BOX	
11	CCTV CABLE	
13	SPARE CABLE	
14	RECEPTION/FRONTDESK HOLE	
15	IT SERVER HOLE	
16	MAN HOLE	
17	3" CONDUIT PIPE	



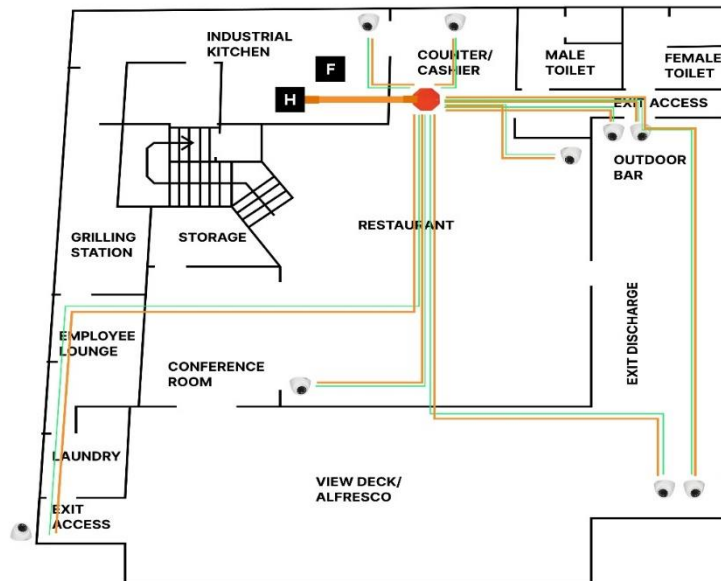
FIRSTIN CORPORATION

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LANDSCAPE AREA



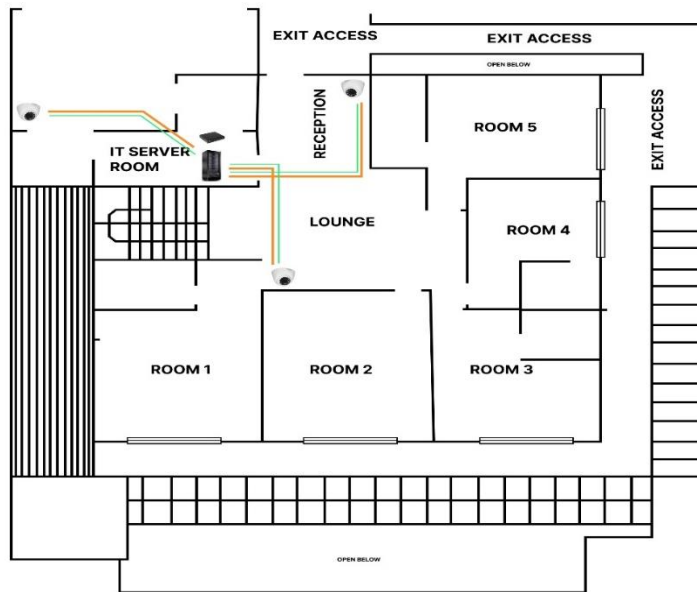
1F COSTA DEL SUBIC BUILDING



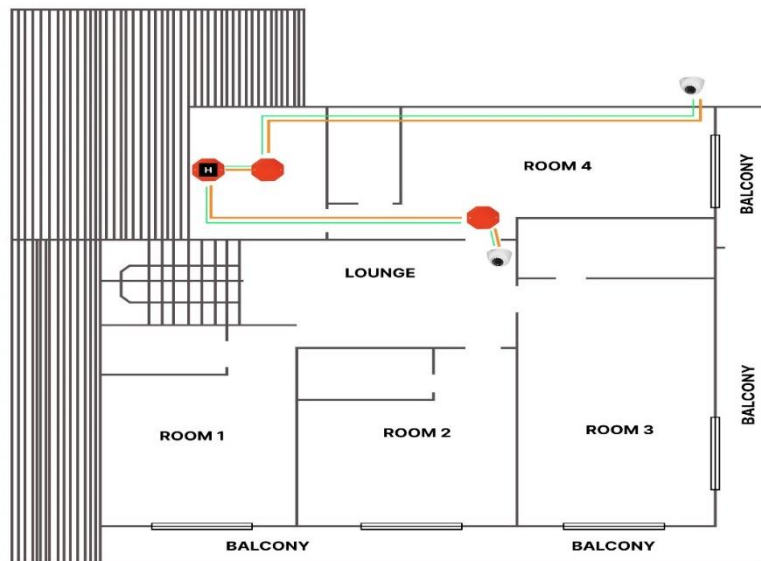
FIRSTIN CORPORATION

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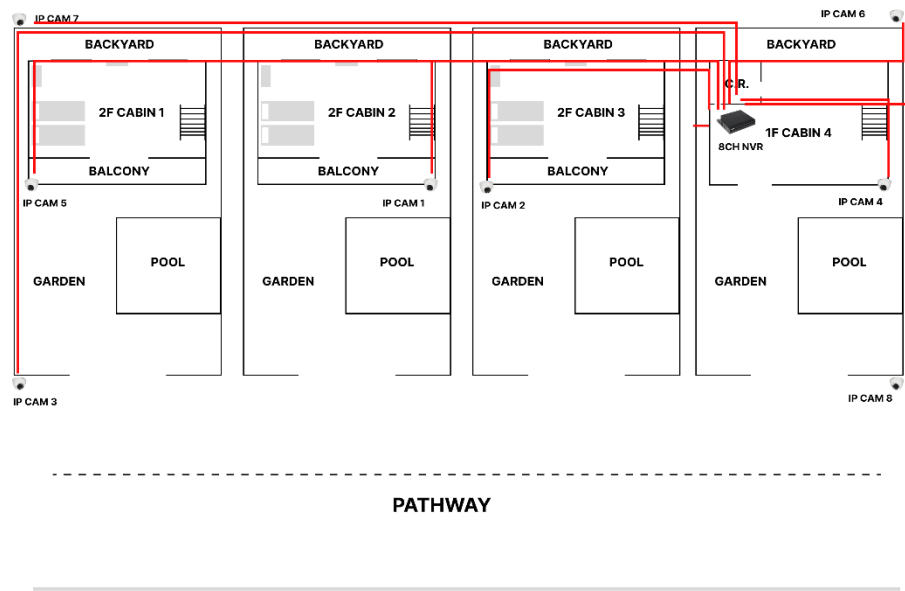
2F COSTA DEL SUBIC BUILDING




3F COSTA DEL SUBIC BUILDING

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f. HIDDEN HAVEN



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iii. CCTV BASIC TROUBLESHOOTING GUIDES

a. LUNA BUILDING

PROBLEM:

CERTAIN IP CAMERA/INTERNET CONNECTION FOR EACH ROOM AT SPECIFIC FLOOR DOES NOT GIVING INTERNET CONNECTION.

SOLUTION:

1. VERIFY POWER CONNECTION OF POE SWITCH

a. CHECK POE SWITCH IN DESIGNATED FLOOR WHICH THE IP CAMERA LOCATED IF POWER SUPPLY IS NOT TURNED OFF/ACCIDENTALLY UNPLUG.



b. 6-12 LAUNDRY SHOP


PROBLEM:

6-12 LAUNDRY SHOP CERTAIN IP CAMERAS WERE SUDDENLY DOWN BUT LINK AND CABLE IS GOOD, THIS IS BECAUSE OF LEASED IP EXPIRATION TO A CCTV IP CAMERA DEVICE, WHICH NEED TO RE-ADD AGAIN.

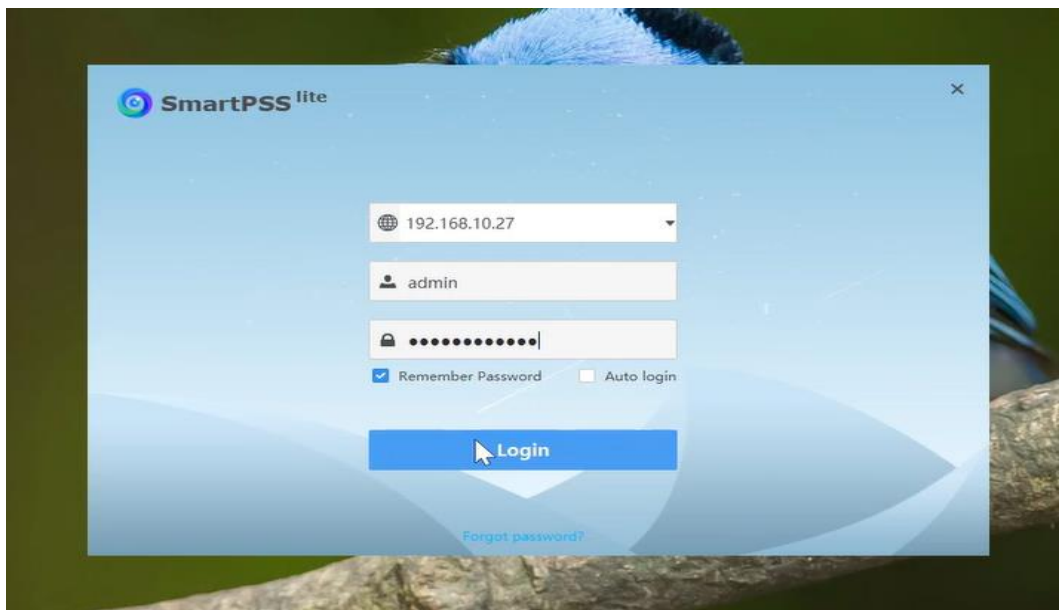
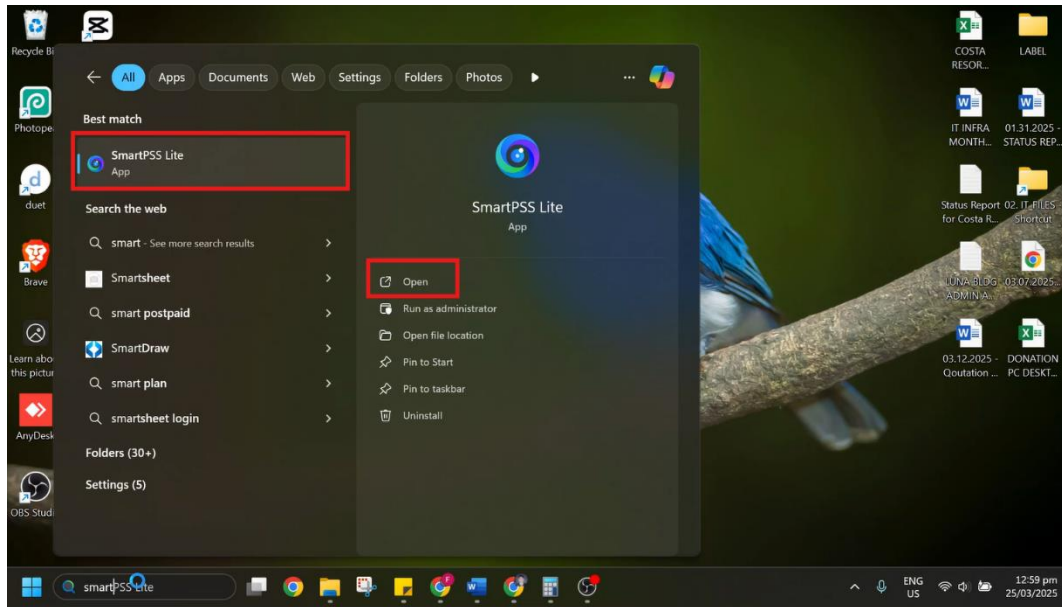
SOLUTION:

1. RE-ADD THE IP CAMERA AT NVR DEVICE USING DAHUA'S SMART PSS LITE


a. SECURE AN APPLICATION OF DAHUA'S IVMS APPLICATION NAMED "SMART PSS LITE" TO REMOTE ACCESS THE NVR (MAKE SURE TO HAVE ALREADY ADDED THE NVR AT DEVICES) AND LOGIN THE SET SMART PSS LITE ADMIN CREDENTIALS BELOW.

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USERNAME	PASSWORD
admin	Firstin@1004



b. GO TO THE DEVICES SECTION AND MANUALLY LOGIN THE NVR DEVICE BY CLICKING THE GLOBE ICON AFTER THE DEVICE/NVR STATUS IS ONLINE IT WILL REDIRECT TO THE DEFAULT BROWSER TO OPEN A NEW TAB TO REMOTE ACCESS THE WEB DASHBOARD.

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SmartPSS lite

Home

Devices

Auto Search

+ Add

Delete

Import

Export

Search

Total Number of Devices: 9

Online Device: 0

Total Devices

No.	Name	IP	Device Type	Device Model	Port	Number of Channels	Online Status	SN	Operation
1	6-12 Laundry Shop	AC055ECFA269ACB	N/A	N/A	N/A	0/0/0/0	Offline	N/A	
2	BYOC	AE08959FA207304	N/A	N/A	N/A	0/0/0/0	Offline	N/A	
3	COSTA RESORT	9H05083FA219C6B	N/A	N/A	N/A	0/0/0/0	Offline	N/A	
4	HIDDEN HAVEN	8K00432FA2F6A6D	N/A	N/A	N/A	0/0/0/0	Offline	N/A	
5	LUNA BLDG.	8A00A62FA2C55E	N/A	N/A	N/A	0/0/0/0	Offline	N/A	
6	Luna Cafe	7A05664FA26C8C8	N/A	N/A	N/A	0/0/0/0	Offline	N/A	

SmartPSS lite

Home

Devices

Auto Search

+ Add

Delete

Import

Export

Search

Total Number of Devices: 9

Online Device: 1

Total Devices

No.	Name	IP	Device Type	Device Model	Port	Number of Channels	Online Status	SN	Operation
1	6-12 Laundry Shop	AC055ECFA269ACB	NVR	DH-NVR4206-4HS3	N/A	8/0/4/2	Online	AC055ECFA269ACB	
2	BYOC	AE08959FA207304	N/A	N/A	N/A	0/0/0/0	Offline	N/A	
3	COSTA RESORT	9H05083FA219C6B	N/A	N/A	N/A	0/0/0/0	Offline	N/A	
4	HIDDEN HAVEN	8K00432FA2F6A6D	N/A	N/A	N/A	0/0/0/0	Offline	N/A	
5	LUNA BLDG.	8A00A62FA2C55E	N/A	N/A	N/A	0/0/0/0	Offline	N/A	
6	Luna Cafe	7A05664FA26C8C8	N/A	N/A	N/A	0/0/0/0	Offline	N/A	

REMARKS:

- USE THIS CONFIGURATION TO PREVENT OTHER NVR FROM DISCONNECTING, SMART PSS LITE FREE VERSION ONLY CAPACITY IS 64 IP CAMERA.


c. ENTER THE LOGIN CREDENTIAL OF 6-12 LAUNDRY SHOP NVR DEVICE LISTED BELOW, AND ACCESS THE CAMERA SETTINGS TO REMOVE THE DOWN CAMERAS AND RE-ADD THE IP CAMERAS WHICH HAS A NEW IP ADDRESS.

USERNAME: admin

PASSWORD: admin@1004

Not secure

https://127.0.0.1:18835/rtspport=18839&tcpport=18831#/



DAHUA TECHNOLOGY

Web Login


admin

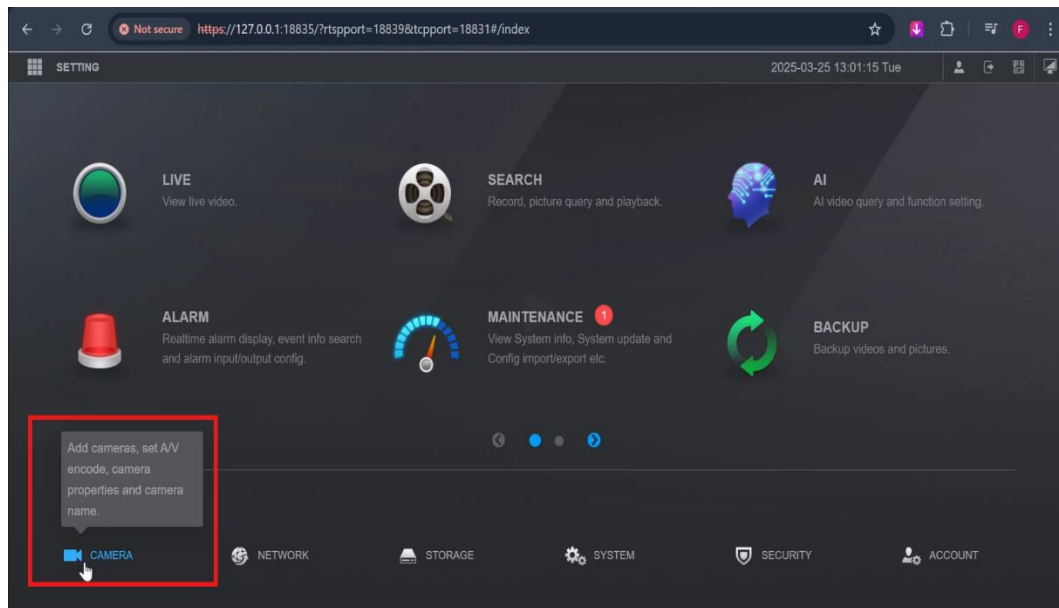
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TCP

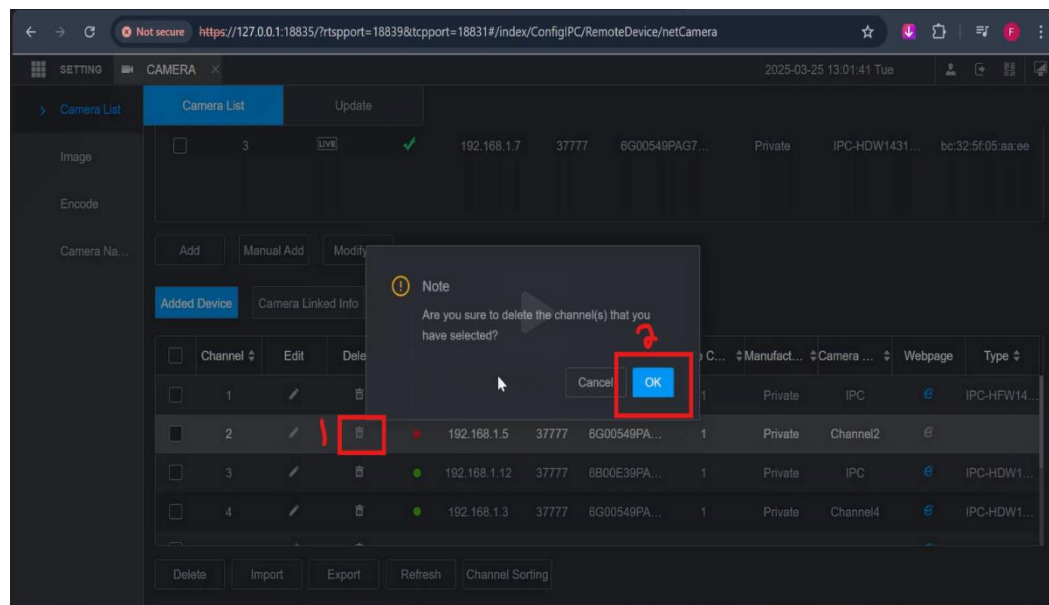
Forgot password?


Login

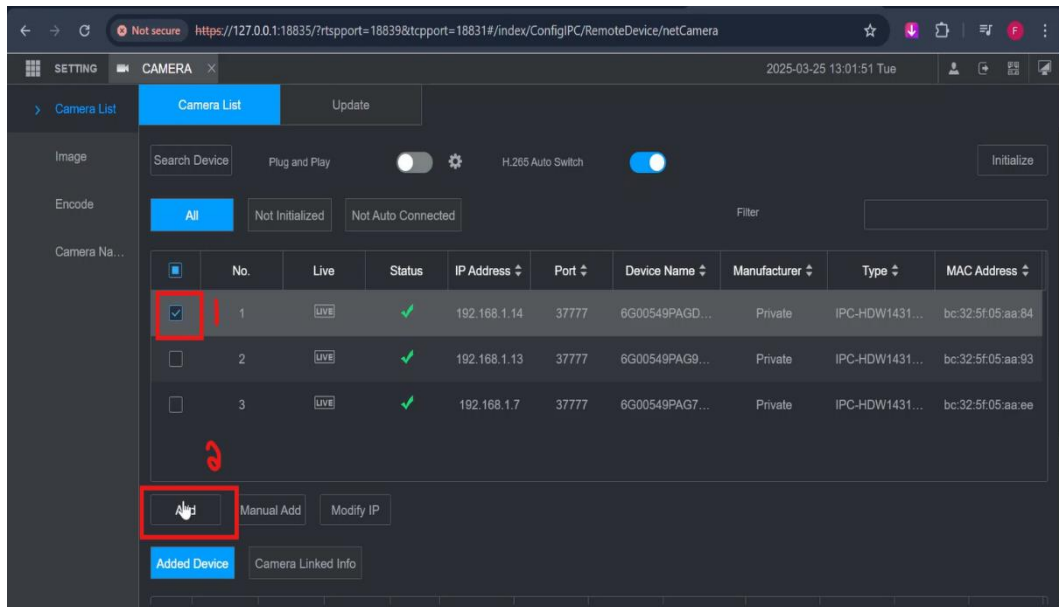
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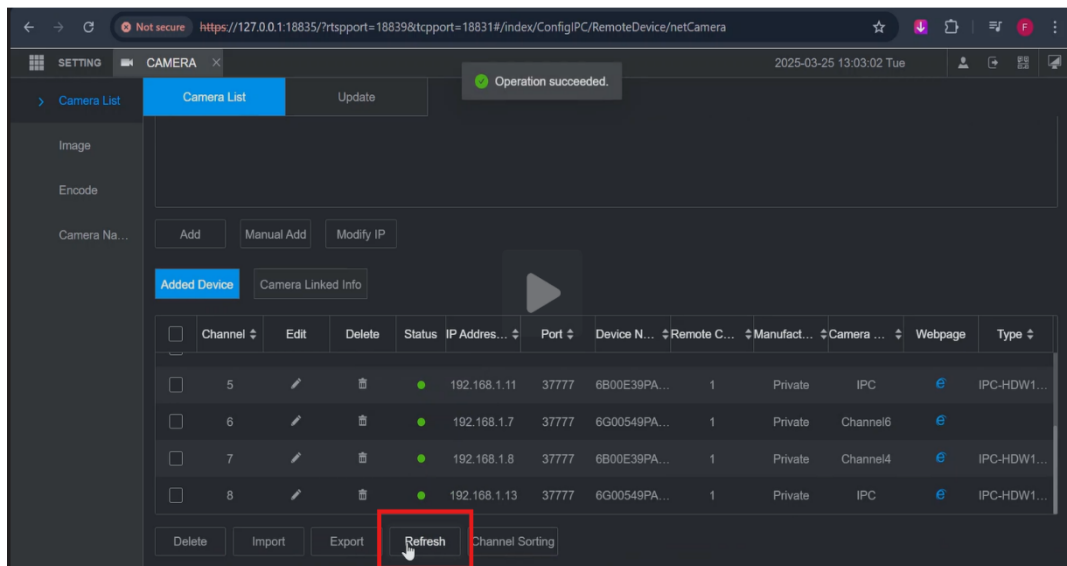
d. REMEMBER THE SERIAL NO. OF DOWN CAMERA TO RETAIN THE CONSISTENT CHANNEL ALLOCATION FOR THE IP CAMERA AND PREVENT UNWANTED SHAMBLES OF VIDEO RECORDINGS AND REMOVE IT BY CLICKING THE TRASH ICON AT THE SCREEN. TO RE-ADD FIRST PUT A CHECK AT THE CHECKBOX OF THE DESIGNATED IP CAMERA AND CLICK ADD, AFTER THAT WAIT FOR IT TO LOAD AND IT IS DONE, USE SAME PROCESS FOR THE OTHER DOWN CCTV IP CAMERA.




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e. TO PRODUCE FASTER RESULTS AFTER RE-ADDING THE CAMERA JUST CLICK THE REFRESH BUTTON AND CLOSE THE WEB DASHBOARD ALSO RESTART THE SMART PSS LITE.



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v. IT ACCOUNT SUMMARY LIST

a. NETWORK


USERNAME	PASSWORD	IP ADDRESS	LOCATION	REMARKS
admin	Luna@2024	192.168.1.1	LUNA CAFÉ, 1F LUNA BLDG.	PLDT ROUTER
admin	Luna@2022	192.168.1.1	OPTIMISED, 1F LUNA BLDG.	PLDT ROUTER
admin	admin@1004	192.168.1.1	6-12 LAUNDRY SHOP, HANSEN ST.	PLDT ROUTER
admin	BYOC@2024	192.168.1.1	BYOC, OLONGAPO CITY	PLDT ROUTER
adminpldt	HL1EU9804BKjTa6734uP370	192.168.1.1	OPTIMISED, 1F LUNA BLDG.	PLDT ROUTER F670L SUPER ADMIN
admin	Luna@2022	192.168.10.1	OPTIMISED, 1F LUNA BLDG.	LUNA BLDG. IP TIME ROUTER
adminpldt	HiddenHavenVilla@@2025!	192.168.0.1	CABIN 4, HIDDEN HAVEN	PLDT ROUTER

b. TELEPHONE

TELEPHONE NO.	ACCOUNT NO.	LOCATION	REMARKS
0472505965	0371657568	LUNA CAFÉ, 1F LUNA BLDG.	PLDT ROUTER
0472220495	0375529815	BYOC, OLONGAPO CITY	PLDT ROUTER
0476025239	0351393432	HIDDEN HAVEN	PLDT ROUTER
0375799588	0472221051	6-12 LAUNDRY SHOP, HANSEN ST., OLONGAPO CITY	PLDT ROUTER
0476028340	0374423134	OPTIMISED OFFICE, LUNA BLDG.	PLDT ROUTER
-	106487	COSTA DEL SUBIC	ASIAN VISION

c. WIFI

SSID	PASSWORD	GATEWAY	GATEWAY USERNAME	GATEWAY PASSWORD	LOCATION
LUNA CAFÉ	Café@2024	192.168.1.1	admin	Luna@2024	LUNA CAFÉ, 1F LUNA BLDG.
LUNA BUILDING	LunaBuilding@2024	192.168.10.1	admin	Luna@2022	1F LUNA BLDG.
6-12 Laundry	612Laundry@2024	192.168.1.1	admin	admin@1004	6-12 LAUNDRY SHOP, HANSEN ST.
BYOC	BYOC@2024\$	192.168.1.1	admin	BYOC@2024	BYOC, OLONGAPO CITY
FIRSTIN OFFICE	Firstin@2024	192.168.12.1	admin	Firstin@1004	ROOM 207, LUNA BLDG.
C-1/C-1 Santorini	Hiddenhaven1	192.168.0.1	admin	-	HIDDEN HAVEN, SUBIC

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C-2/C-2 Kpop	Hiddenhaven2	192.168.0.1	admin	-	HIDDEN HAVEN, SUBIC
C-3/C-3 Bali	Hiddenhaven3	192.168.0.1	admin	-	HIDDEN HAVEN, SUBIC
PLDTHOMEFIBRZgG23/ PLDTHOMEFIBR5GGGjx 6	Hiddenhaven4	192.168.0.1	admin	-	HIDDEN HAVEN, SUBIC
UPTIMISED	Uptimised@2024	192.168.12.1	admin	Uptimised@2024	UPTIMISED OFFICE, 1F LUNA BLDG.
iptime/iptime5g	Luna@2022	192.168.10.1	admin	Luna@2022	UPTIMISED OFFICE, 1F LUNA BLDG.

d. CCTV

USERNAME	PASSWORD	SERIAL NO.	LOCATION
firstin	Firstin@1004	-	(BACK UP CCTV ACCOUNT ONLY)
admin	Luna@2022	7A05664PAZ6CBC8	LUNA CAFÉ, 1F LUNA BLDG.
admin	Costa@1004	9H050B3PAZ19C6B	COSTA RESORT, CALAPACUAN, SUBIC
admin	BYOC@2024	AE0B955PAZ07304	BYOC, OLONGAPO CITY
admin	cabin123	8K00432PAZF6A6D	HIDDEN HAVEN, SUBIC
admin	admin@1004	5M07F4EPAZ8C13D	6-12 LAUNDRY, HANSEN ST.
admin	admin@1004	AC055ECPAZ69AC8	6-12 LAUNDRY, HANSEN ST.
admin	Luna@2022	8A00AE2PAZ2C56E	UPTIMISED, LUNA BLDG.

e. OTHERS

USERNAME	PASSWORD	LOCATION	REMARKS
-	870824#	ROOM 203, COSTA DEL SUBIC	FOR TV AND BIDET STOCK ROOM, SMART DOOR LOCK
-	87072	DONOR ST., OLONGAPO CITY	CODE PAD LOCK
Uptiadministrator/Uptiadmin	uptiadmin123	1F & 2F LUNA BUILDING OFFICES	DEKSTOP & LAPTOP ADMIN ACCOUNT
Administrator	upti123	1F & 2F LUNA BUILDING OFFICES	DEKSTOP & LAPTOP ADMIN ACCOUNT
IT	Firstin@1004	1F & 2F LUNA BUILDING OFFICES	DEKSTOP & LAPTOP ADMIN ACCOUNT

f. EMAILS

EMAIL ADDRESS	PASSWORD	REMARKS
it.firstin@gmail.com	Firstin@1004	IT GMAIL ACCOUNT
engg.cml@gmail.com	Pass@1234!	ENGINEERING GMAIL ACCOUNT
it.firstin@gmail.com	Firstin@1004	BUDGET REQUEST WEB-BASED MANAGEMENT SYSTEM ACCOUNT