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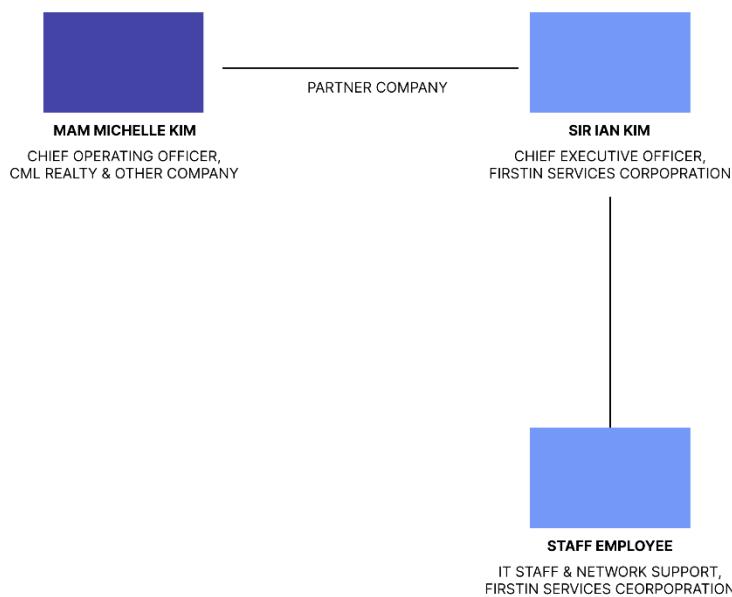
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I. MANAGEMENT

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 |  |
| UPTIMISED 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

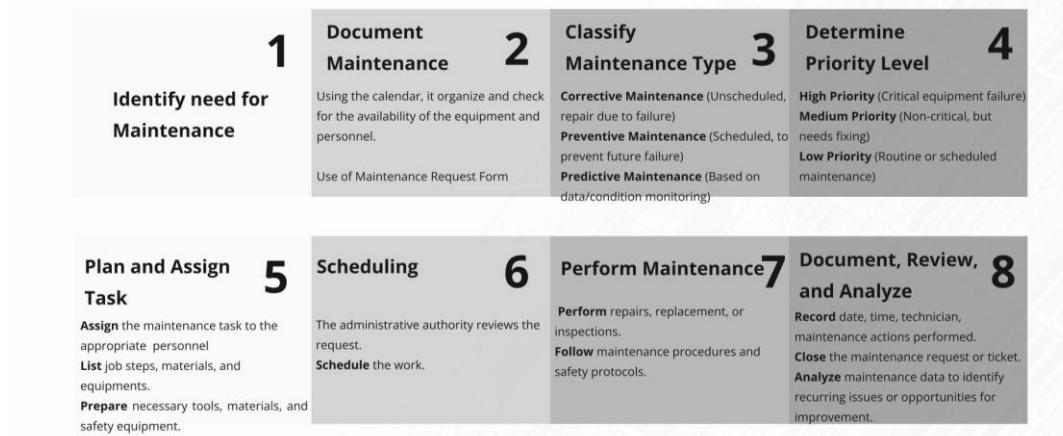
| CLIENT NAME | CONTACT NO. | LOCATION | REMARKS |
|--------------------------------|-------------|---|----------------------------|
| YESE BUILDING | 09213187416 | R7FM+ XG4, RIZAL HWY, SUBIC BAY FREEPORT, ZONE, ZAMBALES | CCTV AND INTERNET WORKS |
| GOBLIN UNLI SAMYEON RESTAURANT | 09272510822 | CDB 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

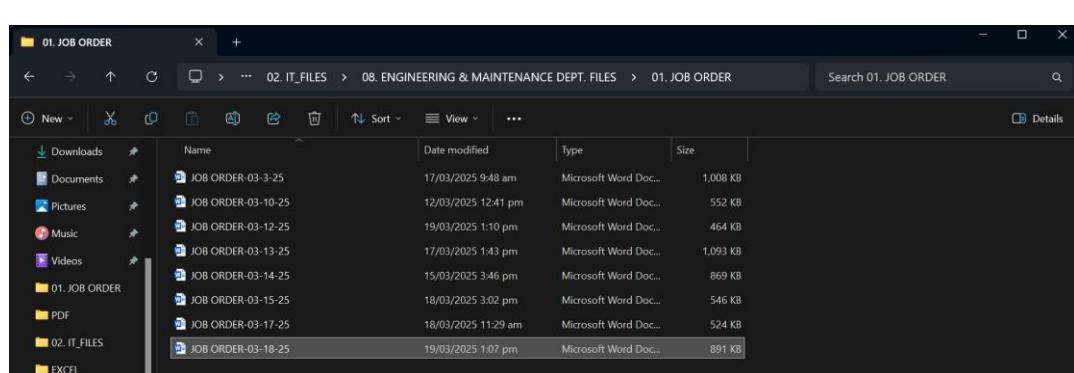
- JOB ORDER REPORT WAS USE BY OTHER DEPARTMENT WHEN REQUESTING ON A CERTAIN CONCERN RELATED TO I.T., ELECTRICAL, PLUMBING, CONSTRUCTION, AND MISCELLANEOUS WORKS THAT RELATED TO MAINTENANCE. PLEASE REFER TO THE DIAGRAM BELOW TO UNDERSTAND THE PROCESS ON HOW IT WORKS.



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. |
| | JOB ORDER | JO-031825 | Page 1 of 4 |
| | | 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: -

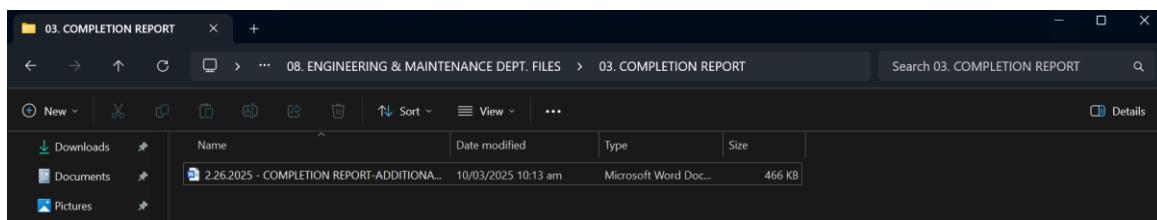
NOTE: EMERGENCY FUNDS CAN BE REQUESTED FOR MATERIALS NEEDED IMMEDIATELY (E.G., ELECTRICAL, PLUMBING, OR HAZARDOUS MATERIALS) THAT MAY AFFECT SALES, WATER BILLS, OR SAFETY. A DOCUMENTED JOB ORDER REPORT MUST BE SUBMITTED TO THE ACCOUNTING DEPARTMENT AND SIGNED THE LOGBOOK PROVIDED TO SECURE A DATA ON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

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|  | CML REALITY AND DEVELOPMENT CORP | DOCUMENT NO. | PAGE NO. |
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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 SUBMITTION 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



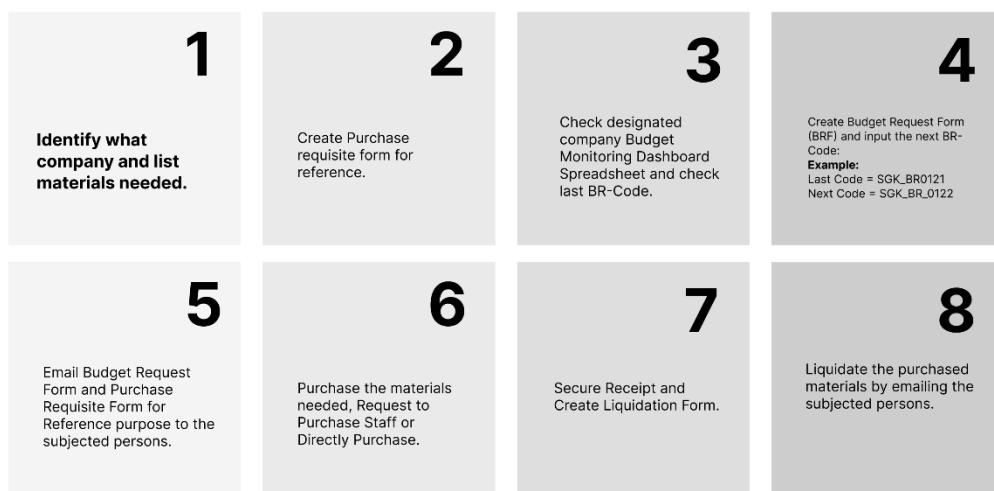
INSTALLATION OF CABINETS



d. JOB ORDER BILLING STATEMENT

iii. PURCHASE REQUISITE

a. PURCHASE REQUISITE PROCESS



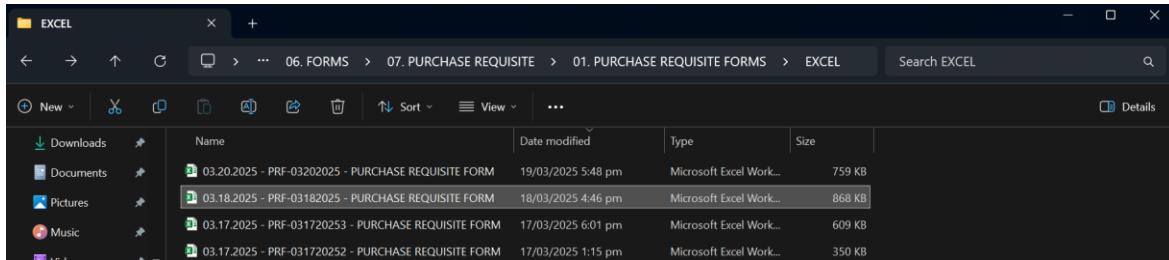
b. PURCHASE REQUISITE CREATION

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

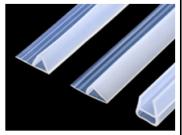
STEP 1: SECURE A COPY OF RECENT PURCHASE REQUISITE CREATION, USE IT AS THE GUIDE/TEMPLATE AND EDIT THE INFORMATION NEEDED FROM THE FOLDER.

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 | | | | | | | Date | |
| 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:
Larry M. Mirador Jr.

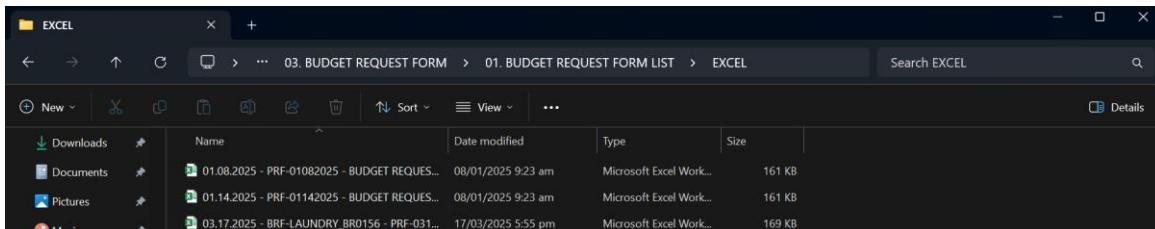
Approve By:
Ms. Michelle Kim

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 REQUESITE FORM.

| | | | | | | | | | |
|-----------------------------|------------|---------|------|------|--------|-----|--------|---------|---|
| ALL COMPANY | CML REALTY | CML TOP | UPTI | LUNA | HIDDEN | SGK | ISCAPE | LAUNDRY | ⊕ |
| Accessibility Investigation | | | | | | | | | |

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

BUDGET REQUEST

| COMPANY: CONTROL No. | LUNA PRIME HUB LUNA_BR0000 | DATE: | March 20, 2025 |
|-------------------------|-------------------------------|----------|----------------|
| | | AMOUNT: | ₱8,740.00 |
| DATE | ITEM/S | QUANTITY | PRICE PER UNIT |
| 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 |
| March 19 2025 | Surface Convenient Outlet | pcs | 170.00 |
| March 19 2025 | Washing Machine Belt | pcs | 1,650.00 |
| 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).

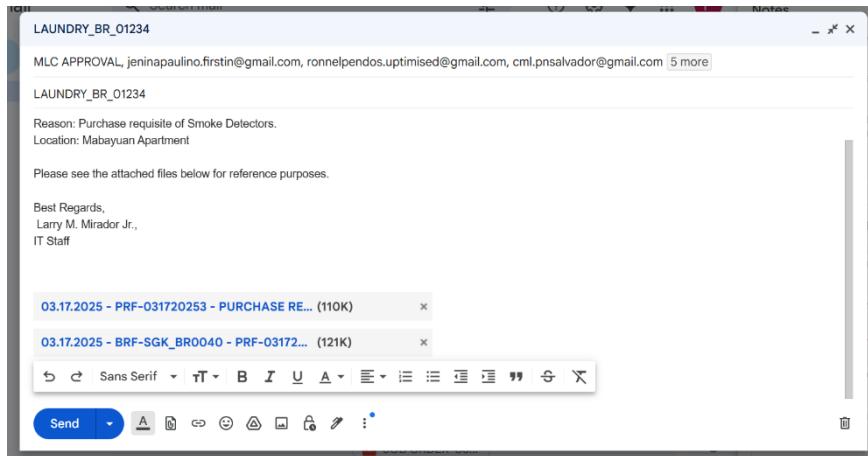
| EMAIL ADDRESS | PASSWORD |
|--|--------------|
| it.firstin@gmail.com | Firstin@1004 |

IT ACCOUNT LIST DIRECTORY:

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

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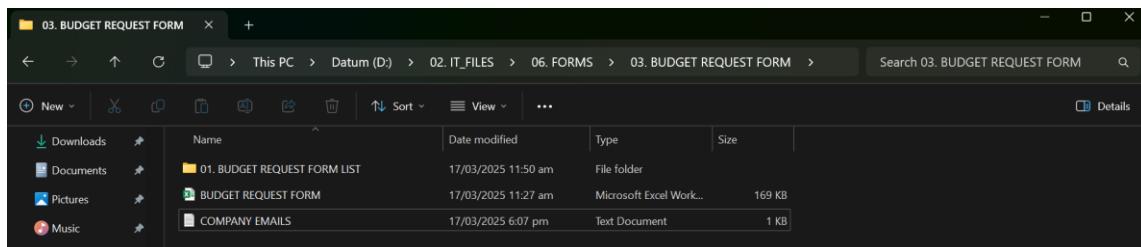
STEP 2: COMPOSE AN EMAIL AND ATTACHED THE BUDGET REQUEST FORM AND PURCHASED REQUISITE FORM WHICH NEED TO SEND AT MLC APPROVAL EMAIL ADDRESS AND CC OTHER STAFFS INVOLVE. PLEASE REFER BELOW ON HOW TO EMAIL AND ALL EMAIL ADDRESS WILL BE LISTED BELOW.



| CATEGORY | EMAIL ADDRESS | DEPARTMENT |
|------------------|-----------------------------------|--|
| MAIN RECIEVER | approvalmlc@gmail.com | - |
| CARBON COPY (CC) | jeninapaulino.firstin@gmail.com, | ACCOUNTING DEPARTMENT |
| | ronnelpendos.optimised@gmail.com, | ACCOUNTING DEPARTMENT |
| | cml.pnsalvador@gmail.com, | ACCOUNTING DEPARTMENT |
| | vroncaes.cml@gmail.com, | ACCOUNTING DEPARTMENT |
| | cml.cherelyn@gmail.com, | ACCOUNTING DEPARTMENT |
| | danicalozano.optimised@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



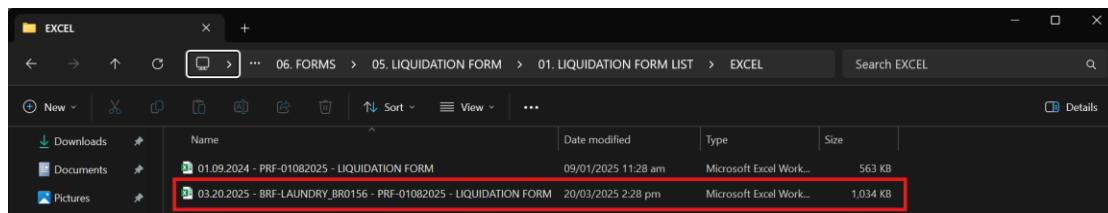
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e. PURCHASE LIQUIDATION PROCESS

- 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



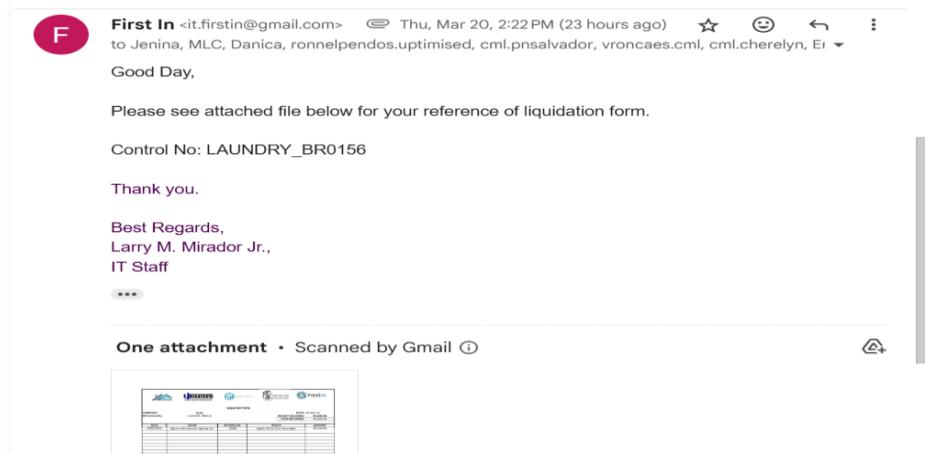
STEP 2: EDIT THE CONTENTS OF THE LIQUIDATION FORM WHICH NEEDS TO INPUT BY THE FOLLOWING DATA LISTED BELOW:

- 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: BR Control No. | BYOC 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.



First In <it.firstin@gmail.com> Thu, Mar 20, 2:22 PM (23 hours ago)

to Jenina, MLC, Danica, ronnelpendos.optimised, cml.pnsalvador, vroncaes.cml, cml.cherelyn, Er

Good Day,

Please see attached file below for your reference of liquidation form.

Control No: LAUNDRY_BR0156

Thank you.

Best Regards,
Larry M. Mirador Jr.,
IT Staff

One attachment • Scanned by Gmail ⓘ

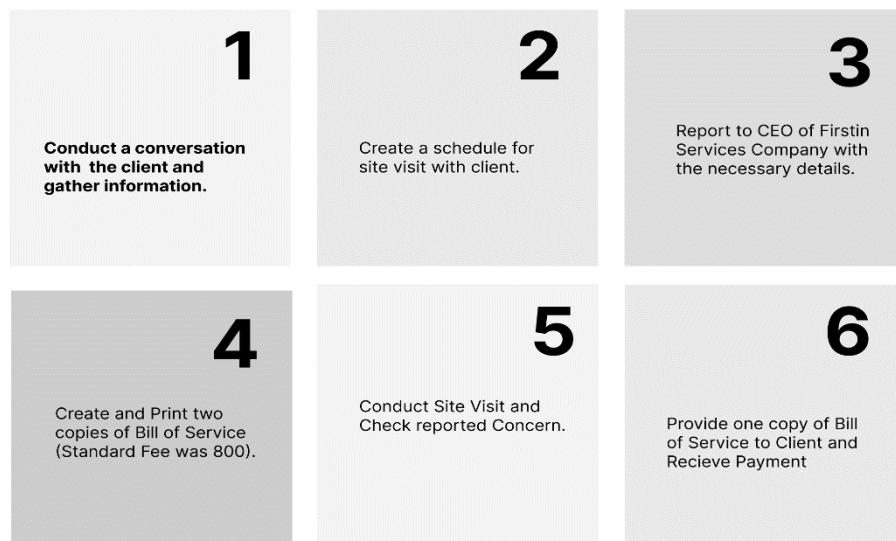


| CATEGORY | EMAIL ADDRESS | DEPARTMENT |
|---------------------|-----------------------------------|--|
| MAIN RECIEVER | approvalmlc@gmail.com | - |
| CARBON COPY (CC) | jeninapaulino.firstin@gmail.com, | ACCOUNTING DEPARTMENT |
| | ronnelpendos.optimised@gmail.com, | ACCOUNTING DEPARTMENT |
| | cml.pnsalvador@gmail.com,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

| | | | |
|---|-------------------------------|--------------|---------------|
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iv. BILL OF SERVICE

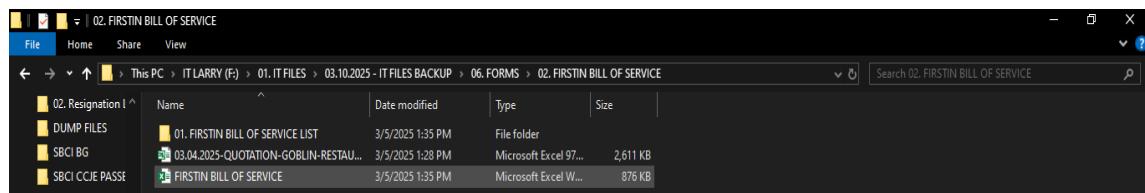
a. BILL OF SERVICE PROCESS



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

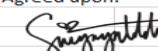


STEP 2: EDIT THE CONTENTS OF THE LIQUIDATION FORM WHICH NEEDS TO INPUT BY THE FOLLOWING DATA LISTED BELOW:

- 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., Banicain 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 |
| <p>Dear Sir/Madam:</p> <p>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.</p> | |

| 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 INFORMATION 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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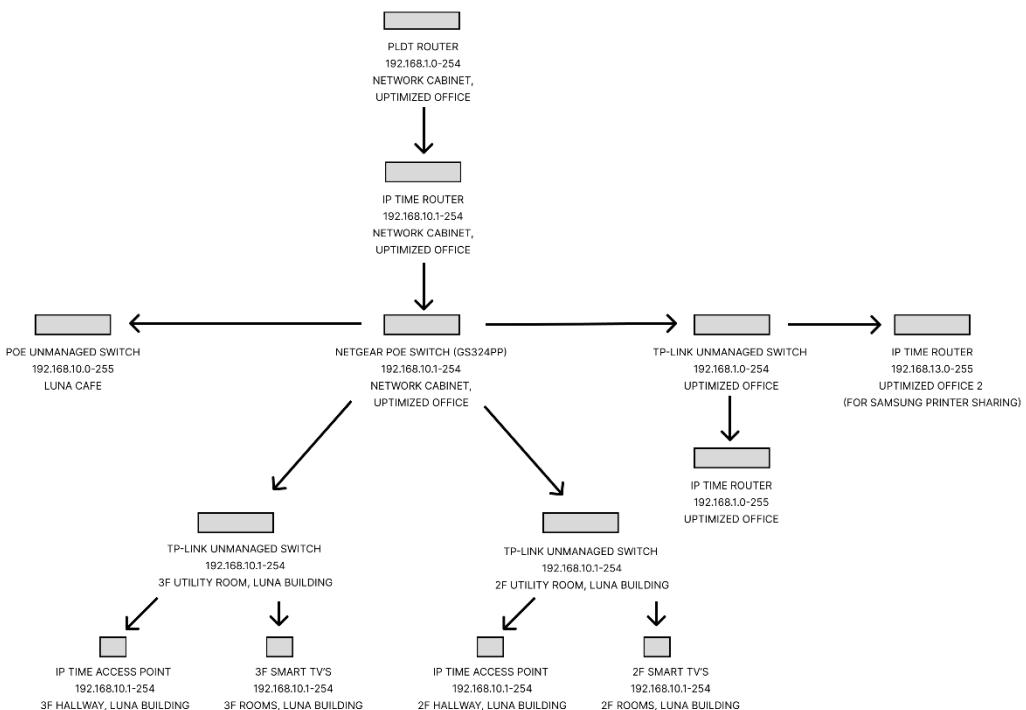
II. INTERNET

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 | UPTIMISED OFFICE, LUNA BLDG. |
| 6 | COSTA DEL SUBIC | 106487 | - | COSTA DEL SUBIC, CALAPANDAYAN |

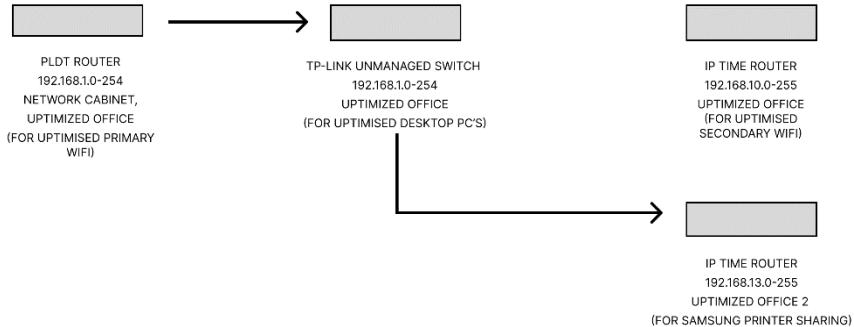
ii. COMPANY BASIC NETWORK TOPOLOGY DIAGRAMS

a. LUNA BUILDING

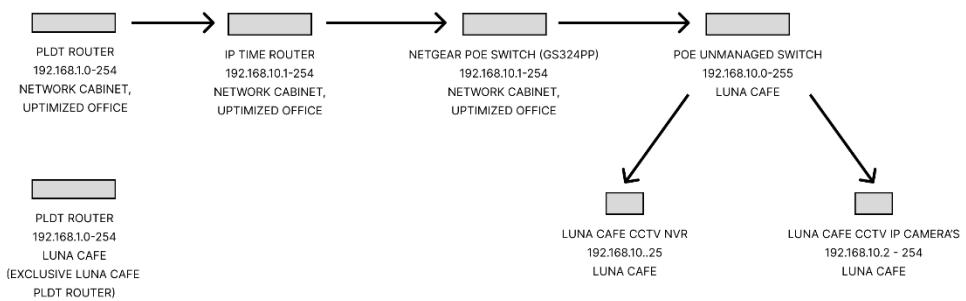


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b. UPTIMISED



c. LUNA CAFÉ

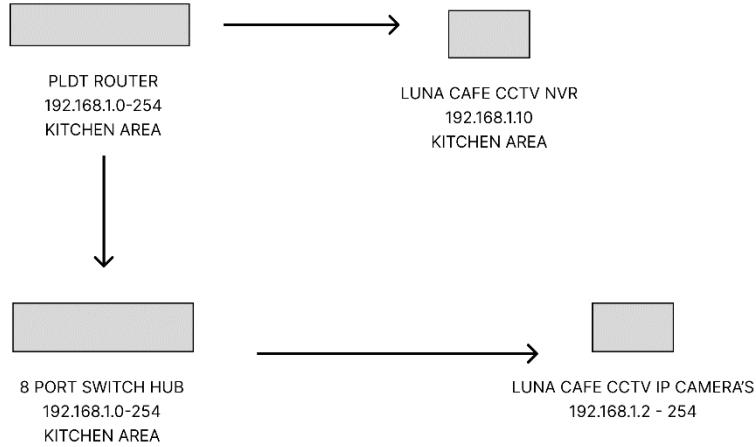


d. BYOC

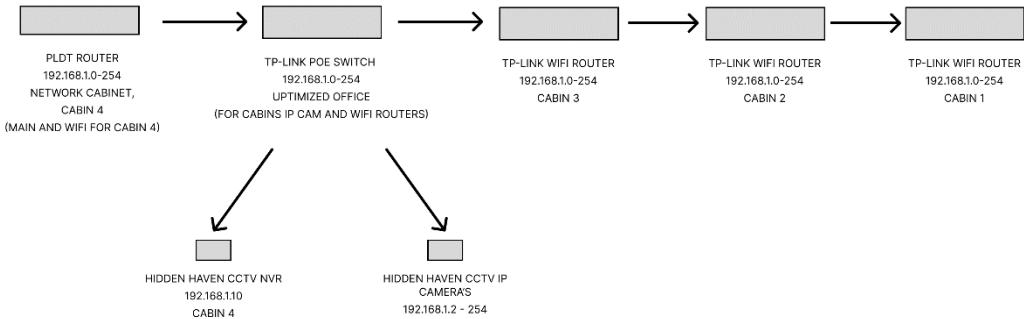


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e. 6-12 LAUNDRY SHOP

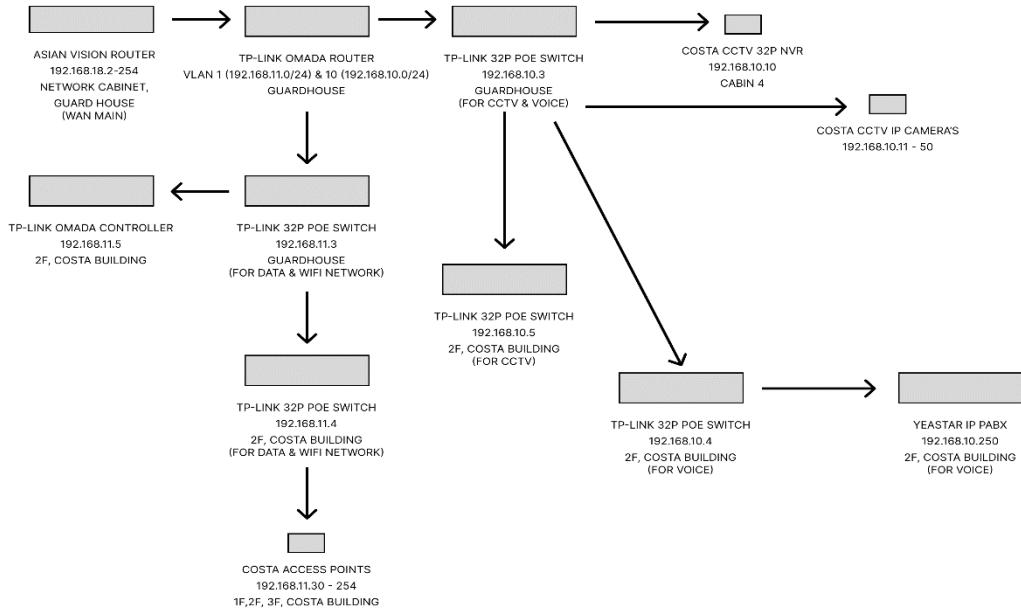


f. HIDDEN HAVENS



| | | | |
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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:

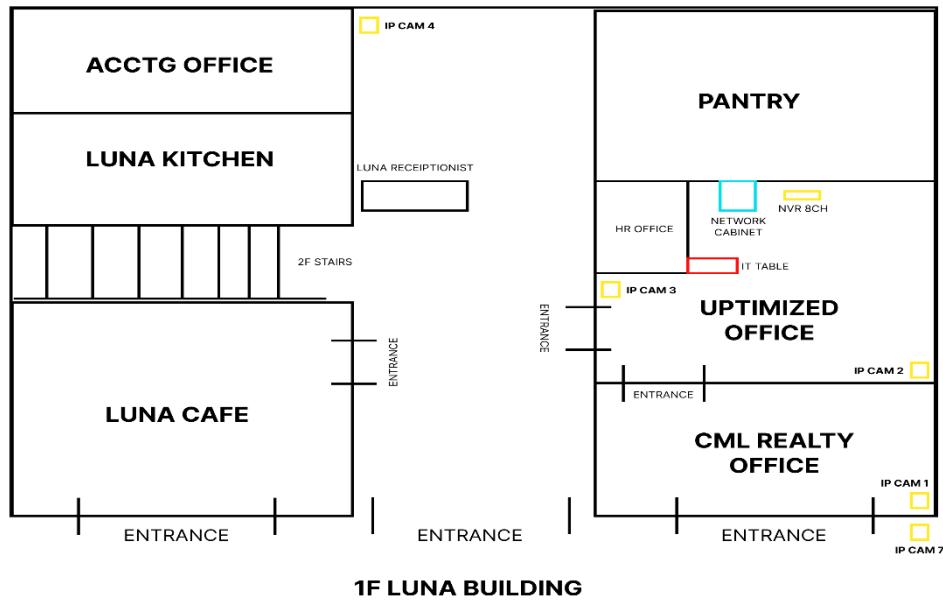
- NO.1 ACCOUNT IS FOR ADMIN BACKUP ACCOUNT PURPOSES IN CASE OF
PASSWORD RECOVERY OCCUR.
- FOR DETAILED INFORMATION KINDLY ACCESS “IT ACCOUNT LIST” EXCEL FILE,
FILE DIRECTORY LISTED BELOW:

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

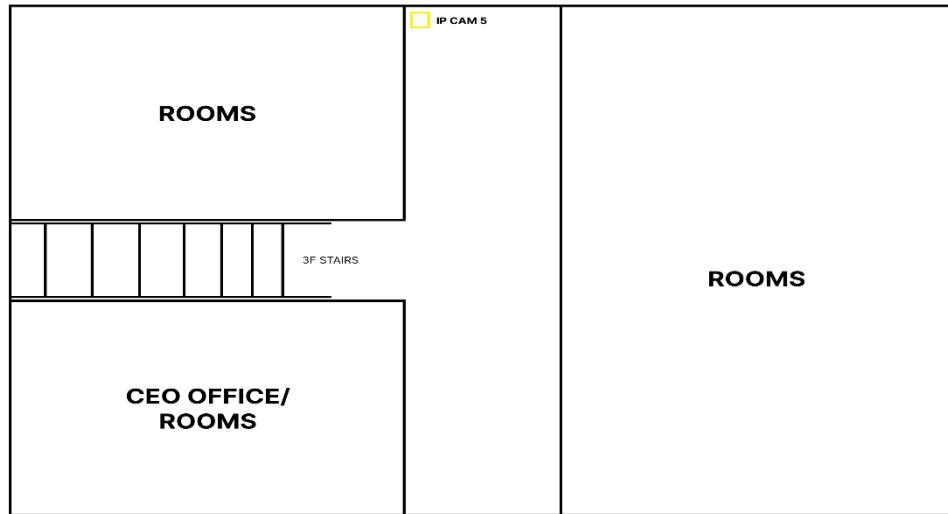
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ii. CCTV BASIC WIRING DIAGRAM TOPOLOGY DIAGRAMS

a. LUNA BUILDING

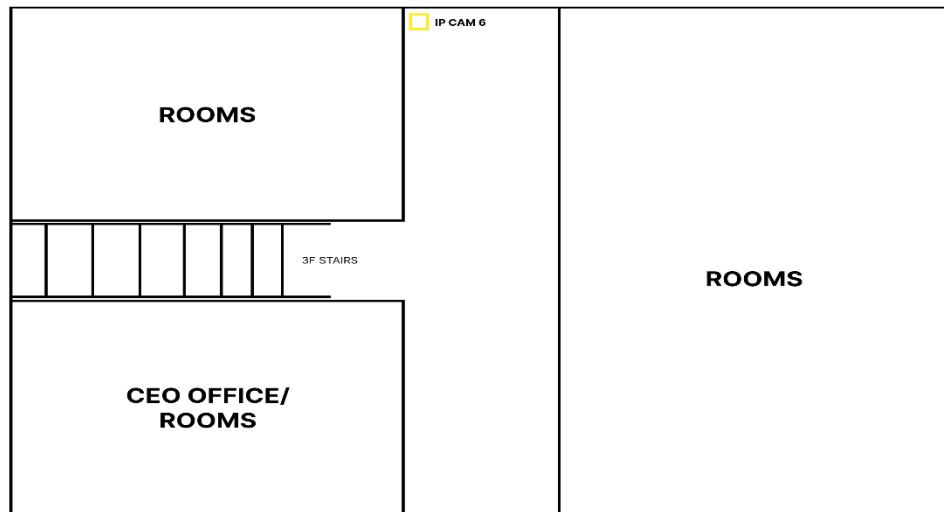


1F LUNA BUILDING



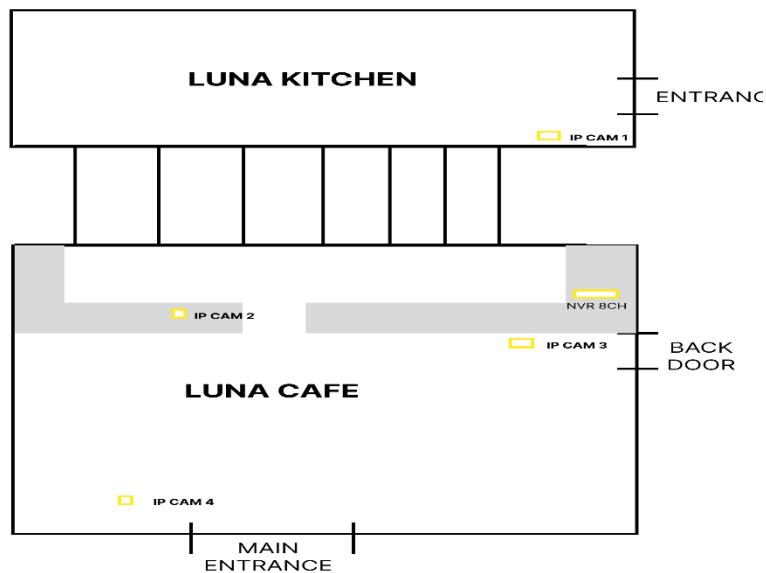
2F LUNA BUILDING

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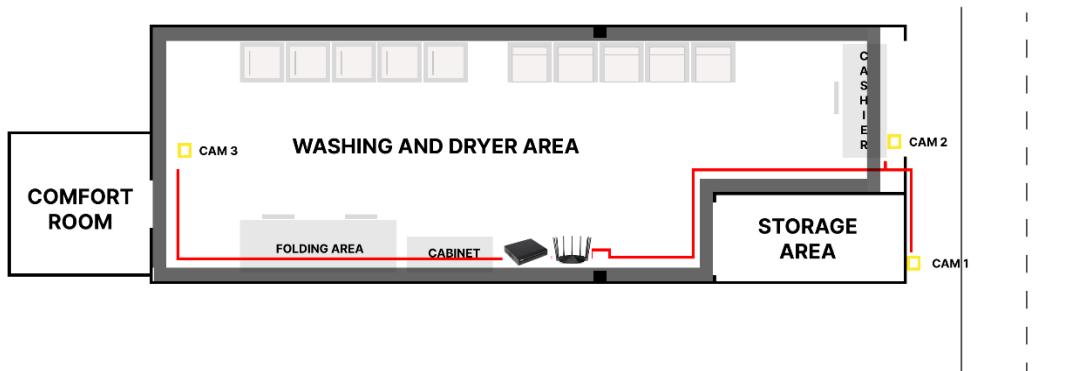
3F LUNA BUILDING

b. LUNA CAFÉ

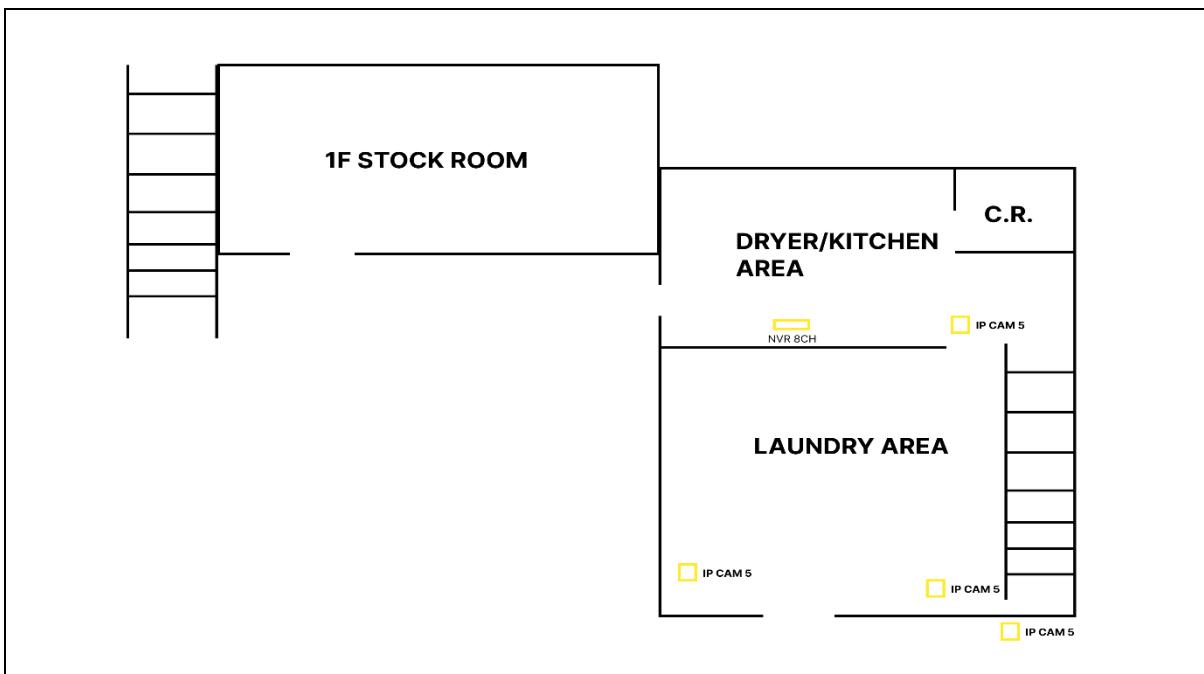


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c. BYOC



d. 6-12 LAUNDRY SHOP

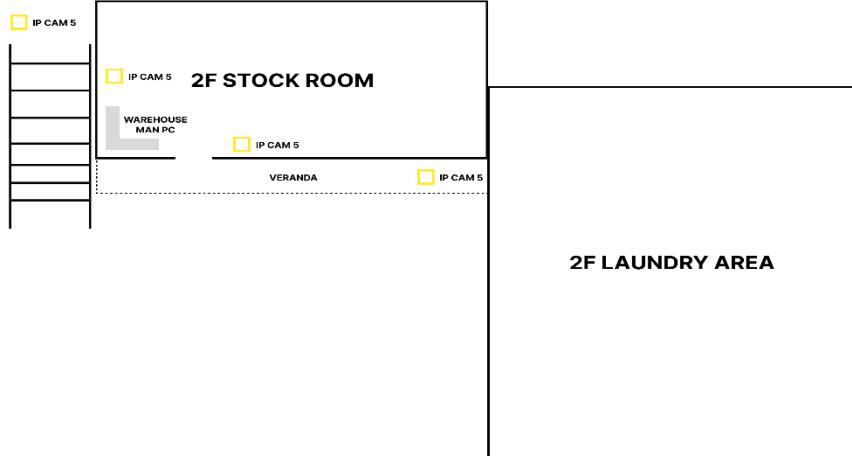




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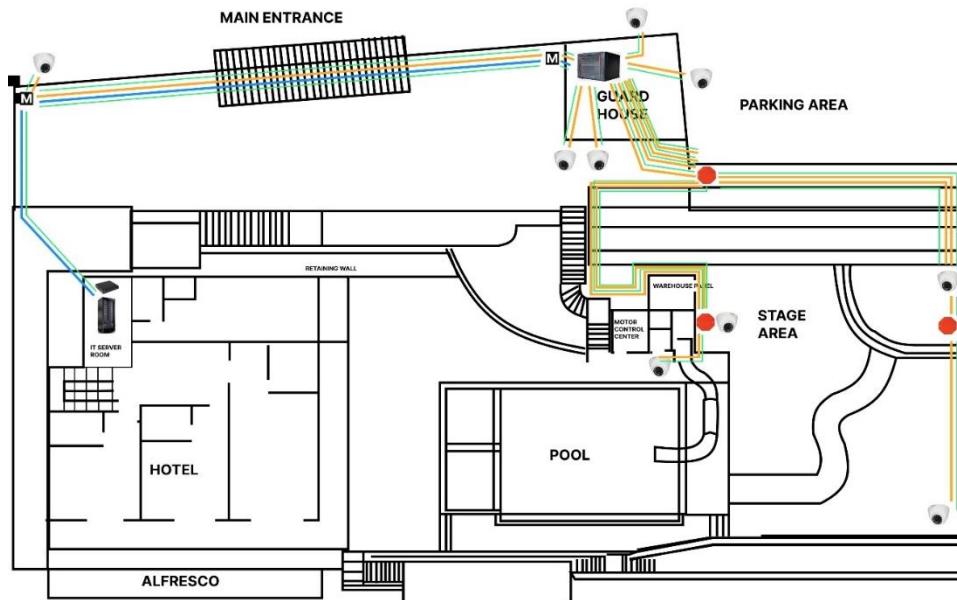
e. COSTA DEL SUBIC

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

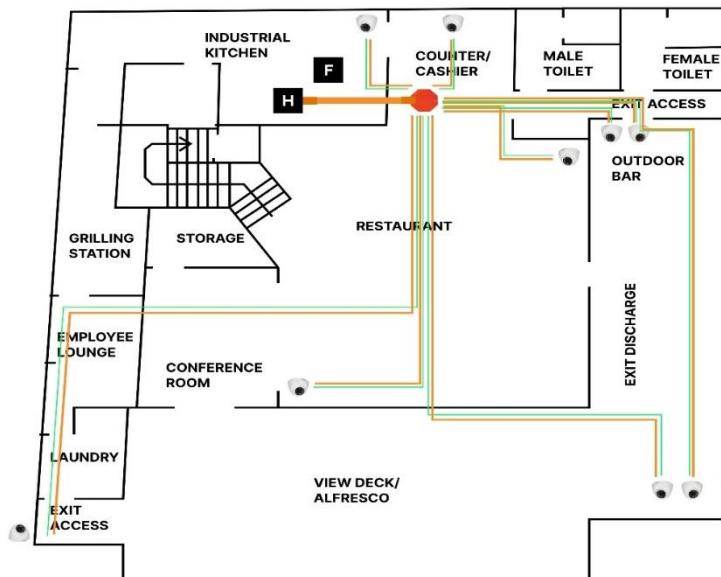


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LANDSCAPE AREA



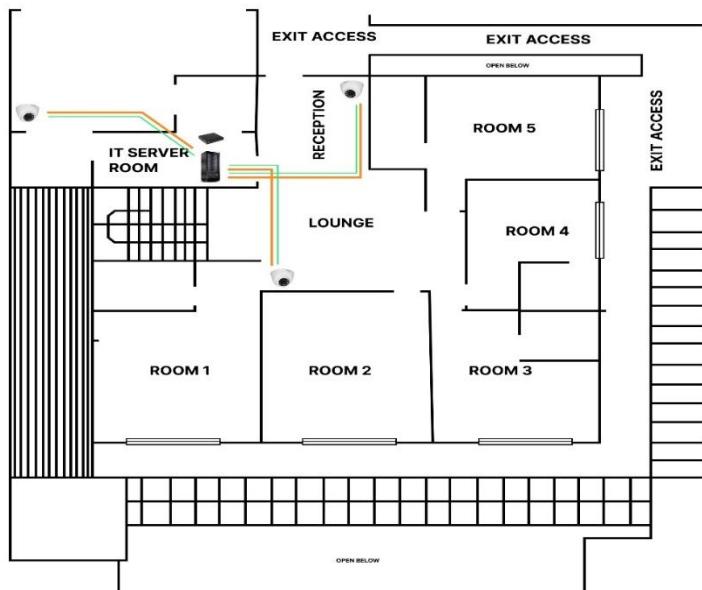
1F COSTA DEL SUBIC BUILDING



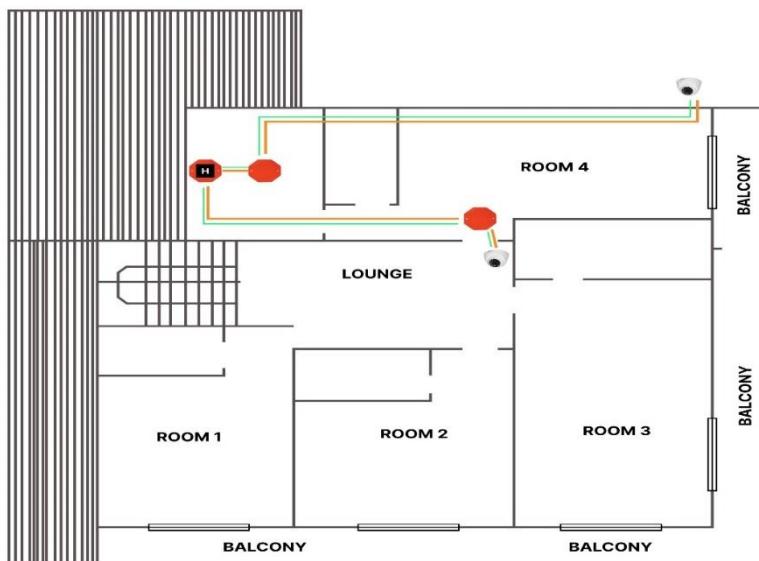
FIRSTIN CORPORATION

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2F COSTA DEL SUBIC BUILDING



3F COSTA DEL SUBIC BUILDING

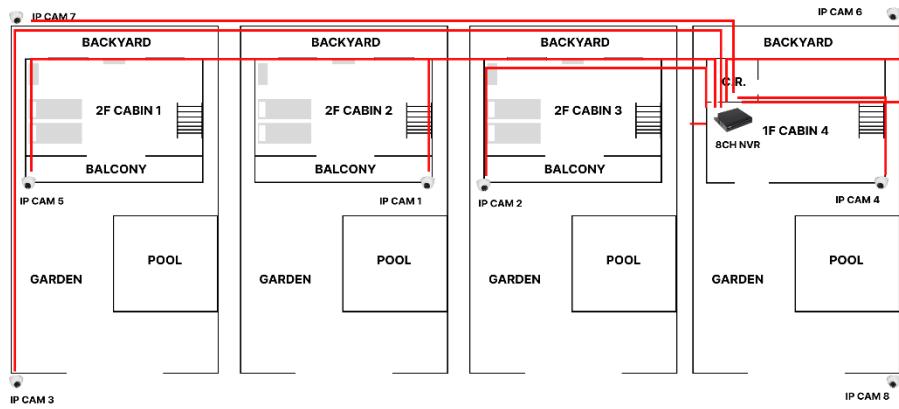


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f. HIDDEN HAVEN



PATHWAY

| | | | |
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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.

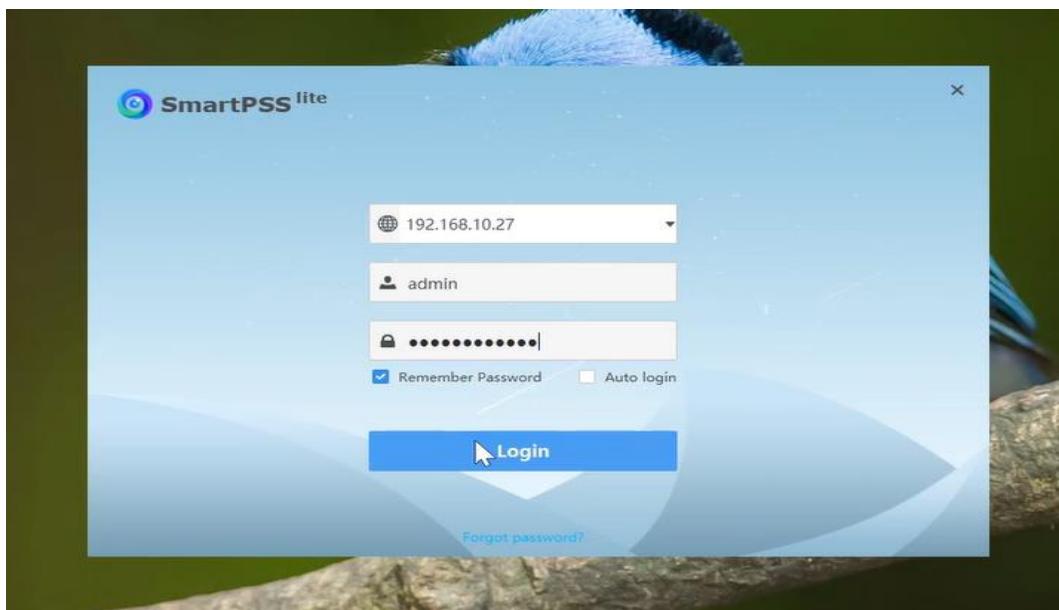
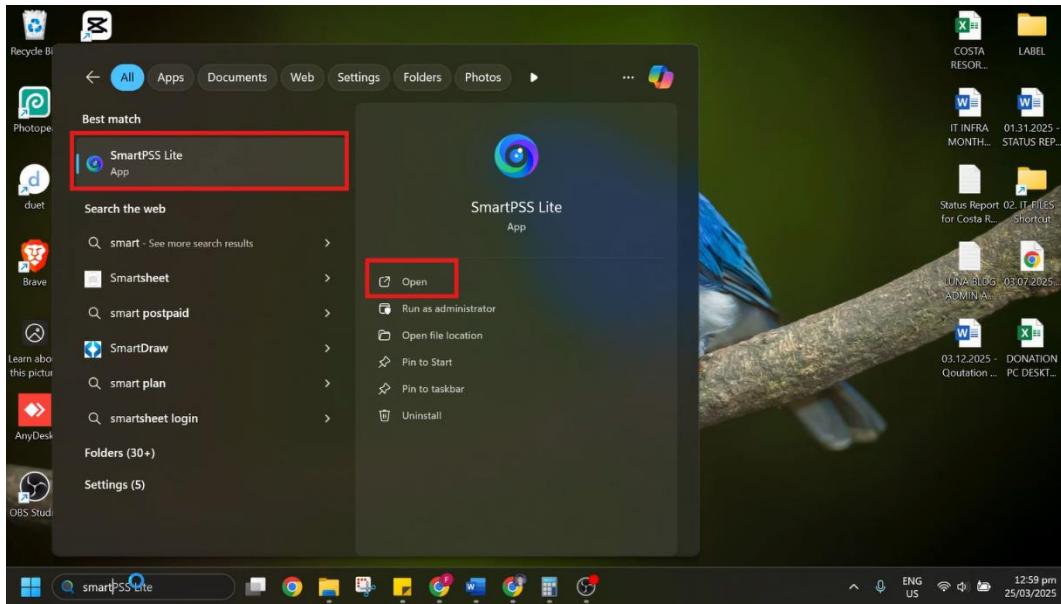
SOLUTION:

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 | | | | | | | | | | |
|--|-------------------|-----------------|-------------|--------------|------|--------------------|---------------|-----|-----------|--|
| <input type="button" value="Auto Search"/> <input type="button" value="+ Add"/> <input type="button" value="Delete"/> <input type="button" value="Import"/> <input type="button" value="Export"/> <input type="text" value="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 | AC055ECPAZ09ACB | N/A | N/A | N/A | 0/0/0/0 | Offline | N/A | | |
| 2 | BYOC | AE08955PAZ07304 | N/A | N/A | N/A | 0/0/0/0 | Offline | N/A | | |
| 3 | COSTA RESORT | 8H05083PAZ19C68 | N/A | N/A | N/A | 0/0/0/0 | Offline | N/A | | |
| 4 | HIDDEN HAVEN | BK00432PAZ196AD | N/A | N/A | N/A | 0/0/0/0 | Offline | N/A | | |
| 5 | LUNA BLDG. | BA00AE7PAZ2C56E | N/A | N/A | N/A | 0/0/0/0 | Offline | N/A | | |
| 6 | Luna Cafe | TA05664PAZ0C8CB | N/A | N/A | N/A | 0/0/0/0 | Offline | N/A | | |

| SmartPSS lite Home Devices | | | | | | | | | | |
|--|-------------------|-----------------|-------------|------------------|------|--------------------|---------------|-----------------|-----------|--|
| <input type="button" value="Auto Search"/> <input type="button" value="+ Add"/> <input type="button" value="Delete"/> <input type="button" value="Import"/> <input type="button" value="Export"/> <input type="text" value="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 | AC055ECPAZ09ACB | NVR | DHI-NVR4208-4KS3 | N/A | 8/0/4/2 | Online | AC055ECPAZ09ACB | | |
| 2 | BYOC | AE08955PAZ07304 | N/A | N/A | N/A | 0/0/0/0 | Offline | N/A | | |
| 3 | COSTA RESORT | 8H05083PAZ19C68 | N/A | N/A | N/A | 0/0/0/0 | Offline | N/A | | |
| 4 | HIDDEN HAVEN | BK00432PAZ196AD | N/A | N/A | N/A | 0/0/0/0 | Offline | N/A | | |
| 5 | LUNA BLDG. | BA00AE7PAZ2C56E | N/A | N/A | N/A | 0/0/0/0 | Offline | N/A | | |
| 6 | Luna Cafe | TA05664PAZ0C8CB | 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#/>



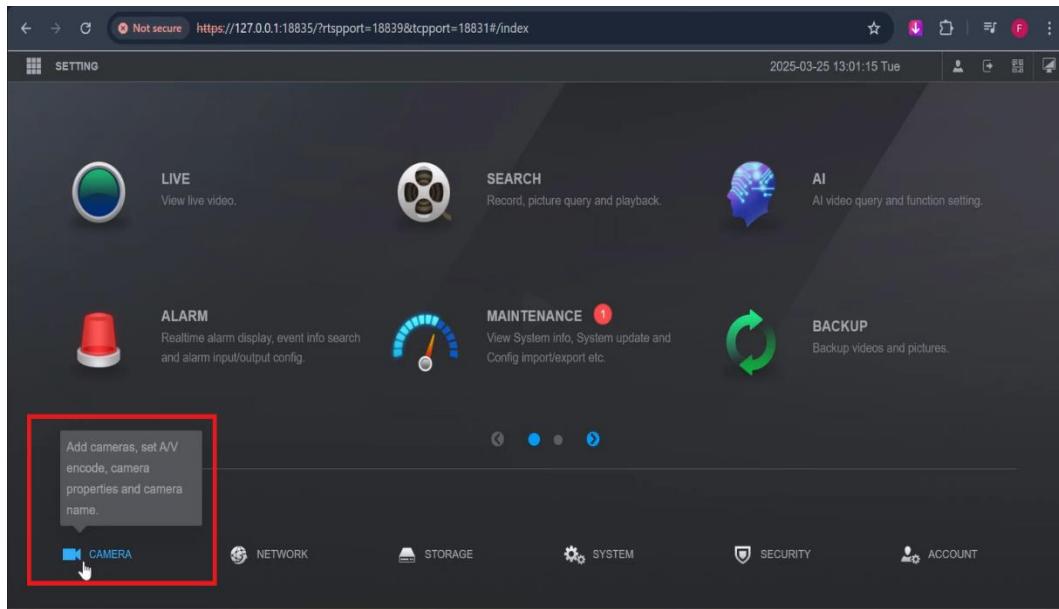
 

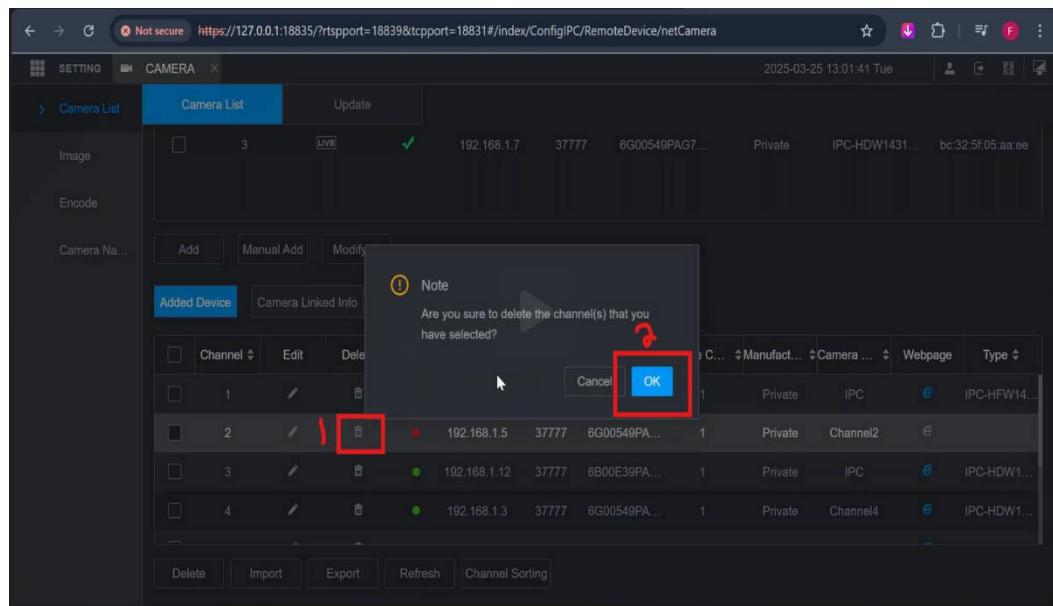
 

[Forgot password?](#)

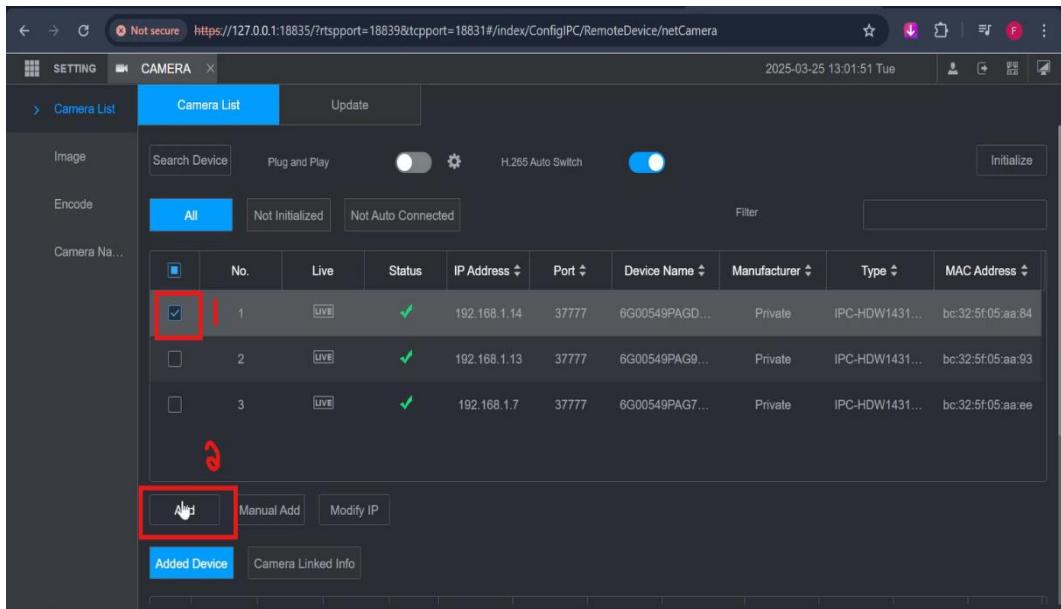
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d. REMEMBER THE SERIAL NO. OF DOWN CAMERA TO RETAIN THE CONSISTENT CHANNEL ALLOCATION FOR THE IP CAMERA AND PREVENT UNWANTED SHAMBLES OF VIDEO RECORDINGS AND REMOVE IT BY CLICKING THE TRASH ICON AT THE SCREEN. TO RE-ADD FIRST PUT A CHECK AT THE CHECKBOX 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.

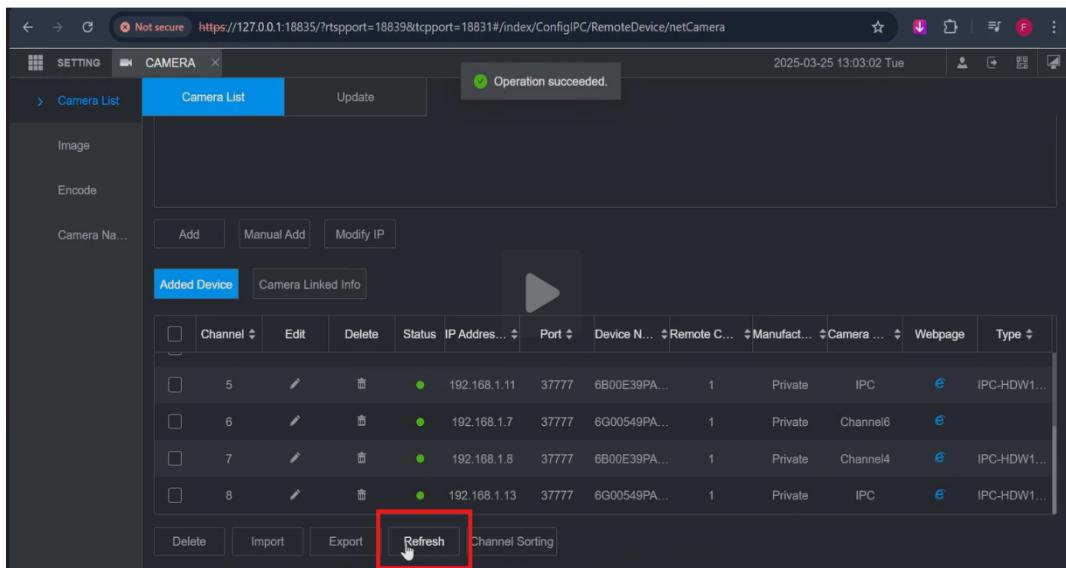


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The screenshot shows the 'Camera List' tab selected in the navigation bar. The main area displays a table of cameras with columns for No., Live status, Status, IP Address, Port, Device Name, Manufacturer, Type, and MAC Address. The first camera in the list has a checked checkbox in its row header. Below the table are buttons for 'Add', 'Manual Add', and 'Modify IP'. At the bottom, there are buttons for 'Added Device' and 'Camera Linked Info'.

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.



The screenshot shows the same 'Camera List' interface as above, but with a message 'Operation succeeded.' displayed prominently. The camera list table now includes four new entries (Channels 5, 6, 7, 8) with their respective details. At the bottom of the page, there are buttons for 'Delete', 'Import', 'Export', 'Refresh' (which is highlighted with a red box), and 'Channel Sorting'.

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v. IT ACCOUNT SUMMARY LIST

a. NETWORK

| USERNAM E | 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 | UPTIMISED, 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 | UPTIMISED, 1F LUNA BLDG. | PLDT ROUTER F670L SUPER ADMIN |
| admin | Luna@2022 | 192.168.10.1 | UPTIMISED, 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 | UPTIMISED 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 | Optimised@2024 | 192.168.12.1 | admin | Optimised@2024 | UPTIMISE D OFFICE, 1F LUNA BLDG. |
| iptime/iptime5g | Luna@2022 | 192.168.10.1 | admin | Luna@2022 | UPTIMISE D 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 |