

## PHILKOEI INTERNATIONAL, INC.

## IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
4/1/2015	FIN/CJCartera	Transfer of Work Station	Done	
4/6/2015	FIN/GEReyes	Troubleshoot print settings	Done	
4/7/2015	ADM/RGCastillo	Create Internet/Intranet Access	Done	373 - rgcastillo
4/8/2015	ICG-NK/AMKojima	Reproduction of Calling Cards and ID Lamination	Done	Needed before April 10, 2015
4/8/2015	HR/AFChew	Troubleshoot printer (Paper Jam)	Done	100
4/8/2015	ICG-NK/JBSacayan	Create Intranet account and enroll to Biometrix	Done	
4/13/2015	FIN/CJCartera	Transfer of Work Station	Done	×
4/14/2015	DC/MDAquino	Reproduction of Engineering Reference Book	Done	
4/15/2015	ICG-NK/HDFrancisco	Increase Email Capacity	Done	Adjusted from 40MB to 60MB
4/16/2015	HR/MCCastanares	Printer Access	Done	Docu-Center & HP 7100
4/20/2015	ICG-NK/RHCruz	ID Creation/Lamination	Done	Change of company position
4/22/2015	HR/AFChew	Access to Server	Done	
4/22/2015	FIN/CJCartera	Request for 1 unit Laptop for project utilization	Issued	MR was provided
4/23/2015	BDD/AMFerrer	Email forwarder/Access to mails@philkoei.com.ph	Done	
4/24/2015	ICG-NK/AMKojima	Problems in email and request for back-up of files/documents	Done	
4/28/2015	ADM/EDFlores	Removed and Clean CPU Video Card that generates noise while operating	Done	
4/29/2015	DC/JBM/Rflordeliz	Reproduction of Bussiness/Calling Cards	Done	
4/30/2015	ICG-NK/AMKojima	Email problems	Done	
			7	

Prepared by:

IT Personnel

Noted by:

1 IT Manager

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PKII Rev. 01 / 11-24-2014 TECHNICAL SUPPORT FORM Page 1 of 1	Rev. 01 / 11-24-2014 Page 1 of 1  TECHNICAL SUPPORT FORM
ame GNA E. PEYES Date: April 6, 2015	Name REX CARTERA Date: April 01, 201
E-Mail Software Installation	E-Mail Software Installation
And Control of the Control of Con	☐ ID Transfer of Work Station
Calling Card	☐ Calling Card ☐ Access to Printer
	☐ Server/File Access ☐ Others (Specify):
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PHILKOEI INTERNATIONAL, INC.	ITD - F - 03 PHILKOEI INTERNATIONAL, INC.
PKII Rev. 01 / 11-24-2014 Page 1 of 1  Rev. 01 / 11-24-2014	PKII Rev. 01 / 11-24-2014 Page 1 of 1 TECHNICAL SUPPORT FORM
Name MONETTE KOJIMA Date: APRIL 8, 7015	Name POBERT G. OASTIVW Date: APRIV 7, 2015
☐ E-Mail ☐ Software Installation	☐ E-Mail ☐ Software Installation
☐ Transfer of Work Station	☐ ID ☐ Transfer of Work Station
☐ Calling Card ☐ Access to Printer	☐ Calling Card ☐ Access to Printer
☐ Server/File Access ☐ Others (Specify):	Server/File Access Others (Specify):
Details	Details
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Employee's Signature Department Manager	Employee's Signature Department Manager

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PKII Rev. 01 / 11-24-2014 TECHNICAL SUPPORT FORM Page 1 of 1	<b>PKII</b> Rev. 01 / 11-24-2014 Page 1 of 1	TECHNICAL SUPPORT FORM
Name CHRISTOPHER J. CARTERA Date: ADM 13, 2015	Name Amorette F. Chew	Date: 4/8/15
☐ E-Mail ☐ Software Installation	☐ E-Mail ☐ Softwa	are Installation
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Employee's Signature Department Manager	Employee's Signature	Department Manager
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PKII Rev. 01 / 11-24-2014 Page 1 of 1	PKII Rev. 01 / 11-24-2014 TEC	HNICAL SUPPORT FORM
	Name MANGER HOMIND	Date: 4/14/15
Name Jeffrey B. (newson Date: 04/08/2015	☐ E-Mail ☐ Software Installa	
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☐ ID ☐ Transfer of Work Station	☐ Calling Card ☐ Access to Printe	The second secon
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☐ E-Mail	Software Installation	(100)	E-Mail		Software Installation	
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Page 1 of 1	TECHNICAL SU	PPORT FORM	Page 1	1 01 1		
			Name Rizali	na eruz	Date	: April 20, 2015
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	Page 1 of 1	TECHNICAL SUPPORT FORM			Page 1 o			08		
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	Name Eva D. 7	love Date: 4-28-	5	1		NETTE KOJ	1 MA	D	Date: APR 2	4,2016
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ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
Rev. 01 / 11-24-201 Page 1 of 1	TECHNICAL SUPPORT FORM
Name	Date: Ayrul 29, 2015
□ E-Mail	Software Installation
☑ ID ☐ Calling Card	☐ Transfer of Work Station ☐ Access to Printer
Server/File Access	Others (Specify):
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Employee's Signature	Department Manager

Employee's Signature	Department Manager					
ITD - F - 03	PHILKOEI INTERNATIONAL, INC.					
PKII Rev. 01 / 11-24-201 Page 1 of 1	TECHNICAL SUPPORT FORM					
Name MONETTE KOTIM	Date: APR 30 2015					
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