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|  | ITD - F - 06 | PHILKOEI INTERNATIONAL, INC. |
| | Rev. 00 / 12-05-2016 Page 1 of 1 | DEVICE REPAIR MONITORING REPORT |

| | |
|---|----------------|
| USER: | DATE RECEIVED: |
| DEVICE TYPE: <small>(Desktop, Laptop, UPS, OTHERS)</small> | PROPERTY CODE: |
| STEP 1: IT DEPARTMENT INITIAL DIAGNOSTICS: PROBLEM/ISSUE: | |
| REMARKS/RECOMMENDATION: | |

STEP 2: DEVICE INFORMATION *(To be filled-up by Administrative Department)*

| | | | | |
|-------------------------|--|-----------------|------|--|
| Date Purchased: | | Under Warranty? | Yes: | |
| Supplier: | | | No: | |
| REMARKS/RECOMMENDATION: | | | | |

STEP 3: REPAIR DETAILS

| IN-HOUSE REPAIR | | SUPPLIER/OUTSOURCE REPAIR | |
|-----------------|--|-----------------------------------|--|
| Performed by: | | Supplier/Repair Shop Information: | |
| Remarks: | | Date of Pull-out: | |
| | | Remarks: | |

STEP 4: QUALITY CONTROL

| | |
|-------------------------|-------|
| Performed By: | Date: |
| Comment/Recommendation: | |

STEP 5: RETURN TO USER

| | |
|--------------|-------|
| Received by: | Date: |
|--------------|-------|