

PHILKOEI INTERNATIONAL, INC.

IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
05/06/2017	HR/MMacadangdang	Transfer to Work Station and Network Access for Mitzi P. Politico	Done/06-June- 2017	
06/06/2017	MRT 7 - Structural	Assistance in Fixing Mr. Danny's Word Excel Software	Done/06-June- 2017	
07/06/2017	MRT 7 - Architectural	Assistance in Switching Sir Mike's CPU to Luis' CPU	Done/07-June- 2017	
08/06/2017	MRT 7 - Architectural	Assistance in Rebooting CAD software in Arch. Mike's PC unit	Done/08-June- 2017	
09/06/2017	MRT 7 - Architectural	Assistance in Sketch up software as per Arch. Mike	Done/09-June- 2017	
14/06/2017	MRT 7 - Architectural	Assistance in Printing Architectural Desgin Drawings in A3 sized sheets - colored	Done/14-June- 2017	
15/06/2017	MRT 7 - Architectural	Assistance in Uploading Architectural files to Google Drive	Done/15-June- 2017	
18/06/2017	DCG	Calling Card	Done/18-June- 2017	
19/06/2017	MRT 7 - Architectural	Assistance in Thunderbird mailbox expansion for Mr. Jolo	Done/19-June- 2017	
20/06/2017	HR/MPPolitico	Biometrics Registration for Roshane Aquino	Done/20-June- 2017	
21/06/2017	Eng./FRCalinog	Installation of AutoCAD and STAAD	Done/21-June- 2017	
6/22//2017	Eng./JKPagorogon	Additional Limit for Colored Printing	Done-22-June- 2017	
28/06/2017	HR/MPPolitico	Network Access and E-mail for Ms. Roshane Manalili Aquino	Done/28-June- 2017	
29/06/2017	HR/MPPolitico	Access to Printer - DocuCentre	Done/29-June- 2017	
29/06/2017	HR/MMacadangdang	Access to Printer - PKII & Toshiba	Done/29-June- 2017	
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Prepared by:

Island Julian IT Personnel Noted by:

Brian Jose R. Fuertes

IT Manager

ITD-F-03	PHILKOEI INTERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
IAME: MARIA Miracle P. Litimus	DATE: 07 pure 2017
DEPARTMENT: MRT 7 - Architectura Access to Printer Calling Card Biometrics Registration Software Installation Transfer of Work Station	☐ Network/Server/File Access ☐ E-Mail / (for HR Manager's Approval) ☐ Repair (Attach ITD-F-06) ☐ File Download/Uploading ☐ Others (Specify):
Details / Remarks	Request Monitoring
Assistance in switching Sir Mike's CPU to Luis' CPU. Note: As also can mike luis noeded	Received by: MOTOLENTIAD Date Received: D7 - UNF - OI + Action Taken Accomplished Pending Recommendation/Others:
Note: As per sin Mike, Luis needed faster Cru than him so he recommended Isaggested to just switch the crus	Requestee's Confirmation/Acknowledgement Date
Employee's Signature	Department Manager/Supervisor

ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Maria Miracle Litimus	DATE: 08 Jun 2017
DEPARTMENT: MAT 7	
Access to Printer	☐ Network/Server/File Access
☐ Calling Card	☐ E-Mail / (for HR Manager's Approval)
☐ Biometrics Registration	☐ Repair (Attach ITD-F-06)
☐ Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	Others (Specify):
Details / Remarks	Request Monitoring
	Received by: NANTAN
	Date Received: 5 - 03 - 2017.
assisfance in rebooting CAD software in Arch. Mike's Pe unit	Action Taken
maile c	Accomplished
CAD ROPHVARI IN Arch. 1997	¦□ Pending
pe mit	Recommendation/Others:
· · · · · · · · · · · · · · · · · · ·	1 ·
	Requestee's Confirmation/Acknowledgement
	Date 06 98 17 1
n	Signature and
de :	MATTANIN
Employee's Signature	Department Manager/Supervisor
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PKII ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: WORK INSTMA MARAdongdays by DEPARTMENT: LACCESS to Printer	DATE: 5 June 2017 Network/Server/File Access
☐ Calling Card ☐ Biometrics Registration ☐ Software Installation ☐ Transfer of Work Station	☐ E-Mail / (for HR Manager's Approval) / 4/6/24 ☐ Repair (Attach ITD-F-06) ☐ File Download/Uploading ☐ Others (Specify): Jef -wp work station
Details/Remarks Employee w. 700 Employee none: Mitz1 Angela P. Politico	Request Monitoring Received by: SLAND GULIAN Date Received: (p C 17 Action Taken
Immacadonoptions will transfer to Atchewl the Atchew's computer will be	Accomplished Pending Recommendation/Others:
need by MPPolitico.	Requestee's Confirmation/Acknowledgement Date Signature
Empløyee's Signature	RICHARD D. PESCADOR Department Manager/Supervisor

ITD-F-03	PHILKOEI INTERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: MANIA Mirade P. Litimo DEPARTMENT: MRT 7 - Structural	DATE: DL Grage 2017
 □ Access to Printer □ Calling Card □ Biometrics Registration □ Software Installation □ Transfer of Work Station 	☐ Network/Server/File Access ☐ E-Mail / (for HR Manager's Approval) ☐ Repair (Attach ITD-F-06) ☐ File Download/Uploading ☐ Others (Specify):
Details / Remarks	Request Monitoring
Assistance in fixing mr. Danny's word fexcel postware.	Received by: ISLAND MAIN Date Received: U U I I Action Taken Accomplished Pending Recommendation/Others: Requestee's Confirmation/Acknowledgement Date OU A WIT
Employee's Signature	Debut Menager/Supervisor

ITD-F-03	PHILKOEI INTERNATIONAL, INC.
Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Maria Miracle & Litimus	DATE: 15 June 20/7
DEPARTMENT: MRT - 7 (Archi.)	V.V.
Access to Printer	☐ Network/Server/File Access
☐ Calling Card	☐ E-Mail / (for HR Manager's Approval)
☐ Biometrics Registration	Repair (Attach ITD-F-06)
☐ Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	Others (Specify):
Details / Remarks	Request Monitoring
	Received by: ISAND JULUN
, .	Date Received: 10:/15/17
" Accordance in uploading	Action Taken
Assistance in uploading Architectural files to google	Accomplished
frem technism files in gright	Pending
drive.	☐ Recommendation/Others:
	Requestee's Confirmation/Acknowledgement
	Date 15 19nhe 2017
A .	Signature ///
	A mmu
Employee's Signature	Department Manager/Supervisor

ITD-F-03	PHILKOEI INTERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
DEPARTMENT: MAT 2 - Achi	DATE: 19 Gurs 2017
/// 7 / / W.	
☐ Access to Printer	☐ Network/Server/File Access
Calling Card	E-Mail / (for HR Manager's Approval)
☐ Biometrics Registration	Repair (Attach ITD-F-06)
☐ Software Installation	File Download/Uploading
☐ Transfer of Work Station	Others (Specify):
Details / Remarks	Request Monitoring
	Received by: 1847 THIAN
Accellance	Date Received: (v/14/17)
113813 tance in Thunder bird	Action Taken
· Assistance in Thunder Bird (email-add.) mail box expansion	
for Mr. Valo	☐ Pending
10, 111, 000.	☐ Recommendation/Others:
,	
	Requestee's Confirmation/Acknowledgement
	Date 19 June 2017
	Signature
gth.	resurero17
Employee's Signature	Department Manager/Supervisor
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PKI ITD - F - 03 Rev. 04 / 12-06-2016	PHILKOEI INTERNATIONAL, INC.
Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Maria Miracle P. Litimus	DATE: 09 gmm 20/7
DEPARTMENT: MRT-7 Architectural	
Access to Printer	☐ Network/Server/File Access
Calling Card	☐ E-Mail / (for HR Manager's Approval)
☐ Biometrics Registration	Repair (Attach ITD-F-06)
☐ Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	Others (Specify):
Details / Remarks	Request Monitoring
•	Received by: KIATHINI
,	Date Received: 09/06/17
Marialman 1 111	Action Taken
apaiplance in sketch up software as per Arca. Mike	Accomplished
Enfluare as per And mike	☐ Pending
The Michigan	☐ Recommendation/Others:
·	1 -
	Requestee's Confirmation/Acknowledgement
	Date of My 2013
	Signature
ght	₩
Employee's Signature	Department Manager/Supervisor

ITD-F-03	PHILKOEI INTERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Maria Mirade P Litimos	DATE: 14 Juny 2017
DEPARTMENT: MRT 7 - Architectural	
☐ Access to Printer	☐ Network/Server/File Access
☐ Calling Card	☐ E-Mail / (for HR Manager's Approval)
☐ Biometrics Registration	☐ Repair (Attach ITD-F-06)
☐ Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	Others (Specify):
Details / Remarks	Request Monitoring
	Received by: LLAND TULIAN
, adaba a	Date Received: (¿ / 14/17
Assistance in printing	Action Taken
Assistance in printing Architectural Design Drawings in Az sired sheets - colored	
in 12 sized sheets - colored	☐ Pending
The Total	Recommendation/Others:
Submittels 17 clooks	
· Substations	Requestee's Confirmation/Acknowledgement
submittals • Substations - 27 sheets • 02 m bwlding - 18 sheets	Date 0() 1417
Λ	Signature // /
all.	A Million
Empleyee's Signature	Department Manager/Supervisor
V	. / /
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PKI ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: Uessie Pagorogon DEPARTMENT: ENG AND DESIGN	DATE: 22 June 2017
 □ Access to Printer □ Calling Card □ Biometrics Registration □ Software Installation □ Transfer of Work Station 	☐ Network/Server/File Access ☐ E-Mail / (for HR Manager's Approval) ☐ Repair (Attach ITD-F-06) ☐ File Download/Uploading ☐ Others (Specify):
Details / Remarks	Request Monitoring
Request for additional limit for colored printing. (MRI-7 PROJECT) FROM 6000 to 8000	Received by: ALANP JULIAN Date Received: U JJ Action Taken Accomplished Pending Recommendation/Others: Requestee's Confirmation/Acknowledgement Date Signature 22 June 2017
Employee's Signature	Department Manager/Supervisor

PKII ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
DEPARTMENT: HR Access to Printer Calling Card Biometrics Registration Software Installation Transfer of Work Station	DATE: 100 28 10017 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify):
Details/Remarks Roshane Maralili Aquino Employee No. 701	Request Monitoring Received by: KLAND ONL (AND Date Received: (p/28/17) Action Taken Accomplished Pending Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 6/20 Signature
Employee's Signature	RICHARD D. PESCADOR Department Manager/Supervisor

Department Manager/Supervisor

	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
PKII	Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
	DUTCO	DATE: 06/20/2017
EPARTMENT:	lK .	
☐ Access to Prin	ter	☐ Network/Server/File Access
☐ Calling Card		☐ E-Mail / (for HR Manager's Approval)
☑ Biometrics Re	gistration	Repair (Attach ITD-F-06)
☐ Software Insta	llation	☐ File Download/Uploading
☐ Transfer of We	ork Station	☐ Others (Specify):
De	etails / Remarks	Request Monitoring
	tre me Pedana Acia	Received by: KLAND JULIAN
Kindly regio	ter Ms. Roshane Aquin and doorly access.	Date Received: (//20//7
in Biometrics C	and dearly access.	Action Taken
		Pending
		Recommendation/Others:
	•	Requestee's Confirmation/Acknowledgement
		Date 6/20/2017_
		Signature
	re-	Mary am Constanares
<u> </u>	Employee's Signature	Department Manager/Supervisor

ITD - F - 03	DUBLICATION TO THE PARTY OF THE
PKII Rev. 04 / 12-06-2016	PHILKOEI INTERNATIONAL, INC.
Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: FLORENZ JUSTIN R. CALINOG	DATE: JUNE 21, 2017
DEPARTMENT: ENGINEERING	
☐ Access to Printer ☐ Calling Card ☐ Biometrics Registration ☐ Software Installation (PUTOCAD UT \$ 5TAGE ☐ Transfer of Work Station	Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify):
Details / Remarks	
	Request Monitoring
of installed ampound it of stand	Received by: ISLAND THINN
	Date Received: 6/21/17
	Action Taken
	Accomplished
	L Pending
	☐ Recommendation/Others:
	Requestee's Confirmation/Acknowledgement
	Date (TUNE 21, 20)?
	Signature
Employee's Signature	Department Manager/Supervisor

	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
PKII	Rev. 04 / 12-06-2016. Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Mitzi A	Politico	DATE: 06/29/2017
	HR	/
Access to Printer		☐ Network/Server/File Access
Calling Card		☐ E-Mail / (for HR Manager's Approval)
☐ Biometrics F		☐ Repair (Attach ITD-F-06)
Software Ins		☐ File Download/Uploading
☐ Transfer of V	Work Station	Others (Specify):
	Details / Remarks	Request Monitoring
0		Received by: ISLAND JULIAN
Docu Centre	- colored	Date Received: (g / 24 / /7
•		Action Taken
		☐ Accomplished
		Pending Pending
		☐ Recommendation/Others:
		Requestee's Confirmation/Acknowledgement
		Date 6/29
		Signature
		nmann
	NT	RICHARD D. PESCADOR
	Employee's Signature	Department Manager/Supervisor
	·	THE RESERVE OF THE PROPERTY OF
	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
PKII	Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Manko DEPARTMENT: W	macudangang	DATE: 29 Jan 2017
	1/2	
Access to Pri		☐ Network/Server/File Access
☐ Calling Card☐ Biometrics R		E-Mail / (for HR Manager's Approval)
☐ Software Inst		Repair (Attach ITD-F-06)
☐ Transfer of Work Station		File Download/Uploading
L Handavi vi .	WORK Station	☐ Others (Specify):
	Details / Remarks	Request Monitoring
I'm herring trouble in these printers:		Received by: ISAND JULAN
	•	Date Received: (24/17
PKII 8	TUSKIBA	Action Taken
I		Accomplished
1 .		
		☐ Recommendation/Others:
i	•	Requestee's Confirmation/Acknowledgement

Date Signature

Employee's Signature

Department Manager/Supervisor