

## PHILKOEI INTERNATIONAL, INC.

## IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
11/3/2015	BDD/AMFerrer	Adjust email, printing quota. Printing of covers and dividers in A3	Done	
11/9/2015	ICG/RHCruz	To setup a computer for HR use with server access	Done	
11/9/2015	FIN/SJAliling	Install/have an access to Docucentre Printer	Done	
11/9/2015	DC/RVRamos	Burn a CD for MNTC NLEX segment 8.2 project	Done	
11/11/2015	FIN/KBCruz	Reconnect to 0.5 Server	Done	
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Prepared by

MACIY CANO PO AT Personnel Noted by:

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