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TECHNICAL SUPPORT FORM		

Name <u>Marko Macundayang</u>		Date: <u>9 NOV 2016</u>
<input type="checkbox"/> Access to Printer	<input type="checkbox"/> Transfer of Work Station	
<input type="checkbox"/> Calling Card	<input type="checkbox"/> Network/Server/File Access	
<input type="checkbox"/> Biometrics Registration	<input type="checkbox"/> E-Mail / (for HR Manager Approval)	
<input type="checkbox"/> Software Installation	<input checked="" type="checkbox"/> Others (Specify): <u>troubleshoot</u>	

Details		Action Taken
Adobe reader is not working		<input checked="" type="checkbox"/> Accomplished
		<input type="checkbox"/> Pending
		<input type="checkbox"/> Recommendation/Others: <u>NA / 11-9-2016</u>
		Performed By / Date:

Employee's Signature [Signature] Department Manager/Supervisor [Signature]

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Name <u>Vicky Lucena</u>		Date: <u>Nov. 14, 2016</u>
<input type="checkbox"/> Access to Printer	<input type="checkbox"/> Transfer of Work Station	
<input type="checkbox"/> Calling Card	<input type="checkbox"/> Network/Server/File Access	
<input type="checkbox"/> Biometrics Registration	<input type="checkbox"/> E-Mail / (for HR Manager's Approval)	
<input type="checkbox"/> Software Installation	<input checked="" type="checkbox"/> Others (Specify): <u>replace defective UPS</u>	

Details		Action Taken
		<input checked="" type="checkbox"/> Accomplished
		<input type="checkbox"/> Pending
		<input type="checkbox"/> Recommendation/Others: <u>NA / 11-14-16</u>
		Performed By / Date:

Employee's Signature [Signature] Department Manager/Supervisor [Signature]

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Name <u>Marko Macundayang</u>		Date: <u>8 Nov 2016</u>
<input type="checkbox"/> Access to Printer	<input type="checkbox"/> Transfer of Work Station	
<input type="checkbox"/> Calling Card	<input type="checkbox"/> Network/Server/File Access	
<input type="checkbox"/> Biometrics Registration	<input type="checkbox"/> E-Mail / (for HR Manager Approval)	
<input type="checkbox"/> Software Installation	<input type="checkbox"/> Others (Specify): <u>troubleshoot</u>	

Details		Action Taken
Printer is in error state		<input checked="" type="checkbox"/> Accomplished
		<input type="checkbox"/> Pending
		<input type="checkbox"/> Recommendation/Others: <u>NA / 11-8-16</u>
		Performed By / Date:

Employee's Signature [Signature] Department Manager/Supervisor [Signature]

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Name <u>Marko Macundayang</u>		Date: <u>Nov 14 2016</u>
<input type="checkbox"/> Access to Printer	<input type="checkbox"/> Transfer of Work Station	
<input type="checkbox"/> Calling Card	<input type="checkbox"/> Network/Server/File Access	
<input type="checkbox"/> Biometrics Registration	<input type="checkbox"/> E-Mail / (for HR Manager Approval)	
<input checked="" type="checkbox"/> Software Installation	<input type="checkbox"/> Others (Specify):	

Details		Action Taken
Software: Adobe photoshop		<input checked="" type="checkbox"/> Accomplished
		<input type="checkbox"/> Pending
		<input type="checkbox"/> Recommendation/Others: <u>NA / Nov - 14-2016</u>
		Performed By / Date:

Employee's Signature [Signature] Department Manager/Supervisor [Signature]

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PHILKOEI INTERNATIONAL, INC.
TECHNICAL SUPPORT FORM

Name: Daniel Lawrence F. Vivier Date: 11/21/16

☐ Access to Printer
☐ Calling Card
☐ Biometrics Registration
☐ Software Installation

☐ Transfer of Work Station
☒ Network/Server/File Access
☐ E-Mail / (for HR Manager's Approval)
☐ Others (Specify):

Details

I would like to have a Dropbox or
google drive link for files I need to
send. (Folder name: For geotech
consultant)

Action Taken
☒ Accomplished
☐ Pending
☐ Recommendation/Others:
11-21-16
Performed By / Date:

[Signature]
Employee's Signature

[Signature]
Department Manager/Supervisor

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PHILKOEI INTERNATIONAL, INC.
TECHNICAL SUPPORT FORM

Name: Mano Macandogay Date: 23 Nov 2016

☐ Access to Printer
☐ Calling Card
☐ Biometrics Registration
☐ Software Installation

☐ Transfer of Work Station
☐ Network/Server/File Access
☐ E-Mail / (for HR Manager Approval)
☒ Others (Specify): Troubleshoot

Errors in files

Action Taken
☐ Accomplished
☐ Pending
☐ Recommendation/Others:
Performed By / Date:

[Signature]
Employee's Signature

[Signature]
Department Manager/Supervisor

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PHILKOEI INTERNATIONAL, INC.
TECHNICAL SUPPORT FORM

Name: Angela Martin Date: 11/14/2016

☐ Access to Printer
☐ Calling Card
☐ Biometrics Registration
☐ Software Installation

☐ Transfer of Work Station
☐ Network/Server/File Access
☐ E-Mail / (for HR Manager's Approval)
☒ Others (Specify): NIIPPON KOEI I.D.

Details

> MASASHI SADAE
> JOHNSA ENGOLD MARTIN
> PIRALINDO CRUZ > ANALIE ROGUE
> JOYCE BILILING
> REYNOLTE LOPICZ
> ALFREDO SEPULVEDO
> POWEL CRO

Action Taken
☒ Accomplished
☐ Pending
☐ Recommendation/Others:
NAIPA 11-14-16
Performed By / Date:

[Signature]
Employee's Signature

[Signature]
Department Manager/Supervisor

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PHILKOEI INTERNATIONAL, INC.
TECHNICAL SUPPORT FORM

Name: EULDA KAKA J. NUNEL Date: 23 November 2016

☐ Access to Printer
☒ Calling Card
☐ Biometrics Registration
☐ Software Installation

☐ Transfer of Work Station
☐ Network/Server/File Access
☐ E-Mail / (for HR Manager's Approval)
☐ Others (Specify):

50 piece

Action Taken
☒ Accomplished
☐ Pending
☐ Recommendation/Others:
NAIPA 11-23-16
Performed By / Date:

[Signature]
Employee's Signature

[Signature]
Department Manager/Supervisor

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PHILKOEI INTERNATIONAL, INC.

TECHNICAL SUPPORT FORM

Name: Eyana, Jonas P. Date: 11/20/16

☐ Access to Printer
☐ Calling Card
☐ Biometrics Registration
☐ Software Installation

☐ Transfer of Work Station
☐ Network/Server/File Access
☒ E-Mail / (for HR Manager's Approval) zaxxxxx
☐ Others (Specify):

Details

- new email for database admin
@ ph-koei.com
eyana@ph-koei.com

Action Taken
☒ Accomplished
☐ Pending
☐ Recommendation/Others:
Performed By / Date: 11-18-16

Employee's Signature: [Signature]
Department Manager/Supervisor: P. Ramos

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PHILKOEI INTERNATIONAL, INC.

TECHNICAL SUPPORT FORM

Name: ANNA VAREGA O. RAMONTE Date: NOVEMBER 28, 2016

☐ Access to Printer
☐ Calling Card
☐ Biometrics Registration
☒ Software Installation

☐ Transfer of Work Station
☐ Network/Server/File Access
☐ E-Mail / (for HR Manager's Approval)
☐ Others (Specify):

Details

STAND. FOUNDATION VBI
(TO BE USE IN MRT - 7 PROJECT)

Action Taken
☒ Accomplished
☐ Pending
☐ Recommendation/Others:
Performed By / Date: 11-18-16

Employee's Signature: [Signature]
Department Manager/Supervisor: [Signature]

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PHILKOEI INTERNATIONAL, INC.

TECHNICAL SUPPORT FORM

Name: KAREN SINDA Date: 28 NOVEMBER 2016

☒ Access to Printer
☐ Calling Card
☒ Biometrics Registration
☐ Software Installation

☐ Transfer of Work Station
☒ Network/Server/File Access
☐ E-Mail / (for HR Manager's Approval)
☐ Others (Specify):

Details

Network / Server / File Access:
DESIGN CENTER
ENGINEERING

Action Taken
☒ Accomplished
☐ Pending
☐ Recommendation/Others:
Performed By / Date: 11-18-16

Employee's Signature: [Signature]
Department Manager/Supervisor: [Signature]