

 ITD - F - 01 Rev. 00 / 08-16-2014 Page 1	PHILKOEI INTERNATIONAL, INC.	
	IT SERVICE LOGSHEET	

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
3/2/2015	ICG/NK/AMK	Setup new computer for new employee	Done	
3/2/2015	HR/AFC	Create email and ID/Enroll to Biometrix	Done	
3/3/2015	HR/RDP	Access to Wi-Fi	Done	
3/5/2015	HR/RHC	New I.D.	Done	
3/10/2015	HR/AFC	Tranfer of Work Station	Done	AFC moved from RHC work station
3/19/2015	DC/MDA	Internet Connection	Done	
3/19/2015	HR/RHC	Reproduction of Calling Card	Done	
3/23/2015	HR/RDP	Access to Internet	Done	
3/26/2015	ICG/NK/AMK	Enroll to mails@philkoei.com.ph	Done	
3/30/2015	DC/LSD	Reproduction of Calling Card	Done	
3/31/2015	DC/JBM	Scan Reference Book for DC/Engineering	Done	

Prepared by:  IT Personnel	Noted by:  IT Manager
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PKII	ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
		TECHNICAL SUPPORT FORM

Name Antonette F. Chew		Date: 2/2/15
<input checked="" type="checkbox"/> E-Mail <input checked="" type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Details	
- For new employee, Geph Tolbeta (Recruitment Officer, IIG) - Enrollment to Biometrics	
Remarks OK	

 Employee's Signature
  **RICHARD D. PESCADOR**
 Department Manager

PKII	ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
		TECHNICAL SUPPORT FORM

Name MONETTE KOJIMA		Date: MARCH 2, 2015
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify):	

Details	
COMPUTER REQUEST FOR THE NEW EMPLOYEE	
Remarks OK	

 Employee's Signature
  **P. Ramus**
 Department Manager

PKII	ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
		TECHNICAL SUPPORT FORM

Name Pizza cm2		Date: March 5, 2015
<input type="checkbox"/> E-Mail <input checked="" type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Details	
New ID for Mr. Roy Agustin	
Remarks OK	

 Employee's Signature
  **Department Manager**

PKII	ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
		TECHNICAL SUPPORT FORM

Name R. PESCADOR		Date: 3/3/15
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify): access to wi-fi	

Details	
Remarks OK	

 Employee's Signature
  **Department Manager**

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	TECHNICAL SUPPORT FORM

Name: <u>MARICEL ARMINO</u>		Date: <u>3/19/15</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input checked="" type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify): <u>POOR CONNECTION</u>	

Details	
<u>CALLING CARD:</u> <u>MARICEL ARMINO</u> <u>JEREL IDAN CELADINA</u>	
<u>[Signature]</u> Employee's Signature	<u>[Signature]</u> Department Manager

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	TECHNICAL SUPPORT FORM

Name: <u>RICHIE PESCADOR</u>		Date: <u>3/23/15</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify): <u>access to internet</u>	

Details	
<u>[Signature]</u> Employee's Signature	
<u>[Signature]</u> Department Manager	

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	TECHNICAL SUPPORT FORM

Name: <u>Anlonette F. Chow</u>		Date: <u>Mar. 10, 2015</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input checked="" type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Details	
<u>[Signature]</u> Employee's Signature	
<u>[Signature]</u> Department Manager	

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	TECHNICAL SUPPORT FORM

Name: <u>RAZZA COW</u>		Date: <u>March 19, 2015</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input checked="" type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Details	
<u>Request for calling card as</u> <u>liaison officer</u>	
<u>[Signature]</u> Employee's Signature	
<u>[Signature]</u> Department Manager	

PKII	ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM	

Name <u>J. LEONIDES S. DAVID</u>		Date: <u>3/30/2015</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input checked="" type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Details	
① <u>FLORANTE D. LAGMAY, Sr. Highway Engr</u> <u>CEL No. 0905-4116097</u> email: <u>bobotlagmay@gmail.com</u>	
② <u>JOSEFINA D. LAGMAY, Sr. Structural Engr.</u> <u>CEL No. 0917-7913070</u> email: <u>lagmaydjo@yahoo.com</u>	Remarks <u>OK</u>
<u>[Signature]</u> Employee's Signature	<u>[Signature]</u> Department Manager

PKII	ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM	

Name <u>MONETTE KOJIMA</u>		Date: <u>MAR 26, 2015</u>
<input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify): <u>EMAIL (mails@philkoei.com.ph)</u>	

Details	
[Empty Box]	
Remarks <u>OK</u>	
<u>[Signature]</u> Employee's Signature	<u>[Signature]</u> Department Manager

PKII	ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM	

Name <u>JERUSA MALLARI</u>		Date: <u>March 31, 2015</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify): <u>SCAN BOOK PLUMBING DESIGN</u>	

Details	
<u>(DESIGN AND ESTIMATE PLUMBING BOOK)</u> <u>SCANNED DOCS</u>	
Remarks <u>DONE</u> <u>04/01/2015</u>	

<u>[Signature]</u> Employee's Signature	<u>[Signature]</u> Department Manager
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