

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS	
6/20/2016	HR/AFChew	ID for Lito P. Bibat	Done/ 20-Jun-2016		
6/20/2016	HR/AFChew	Calling Card, ID For Antonette Chew	Done/ 20-Jun-2016		
6/21/2016	ICG/AMKojima	Email for Aurelio M. De Leon	Done/ 21-Jun-2016		
6/22/2016	ENG/FTTagulinao	Laptop unexpected shutdown for overheating.	Done/ 22-Jun-2016	For Replacement	
6/28/2016	HR/AFChew	Email, Biometrics, Intranet, ID for JPVillegas	Done/ 28-Jun-2016		
6/28/2016	HR/AFChew	Email, Biometrics, Intranet, ID for JDCortez	Done/ 28-Jun-2016		
6/28/2016	HR/AFChew	Email, Biometrics, Intranet, ID for Oliver	Done/ 28-Jun-2016		
6/28/2016	HR/AFChew	Email, Biometrics, Intranet, ID for JKPagorogon	Done/ 28-Jun-2016		
6/29/2016	FIN/AEFlores	Company ID	Done/ 29-Jun-2016	·	
6/29/2016	ICG/AMKojima	Company ID for ZNA, PJRR, AMKojima	Done/ 29-Jun-2016		
6/30/2016	ICG/AMKojima	Email for David Rojas Jr.	Done/ 30-Jun-2016		
6/30/2016	HR/AFChew	Email, Biometrics, Intranet, ID for Mmacadangdang	Done/ 30-Jun-2016		
	,				

Mark Carpio
Personnel

Noted by:

Brian Jose R. Fuertes

IT Manager

PHILKOEI INTERNATY L. INC.	ITD -/ 03 PHILKOEI INTERNAT/ \L, INC.
PKII Rev. 0. 10-14-20 PHILKOEI INTERNATY L. INC. Page 1 of 1 TECHNICAL SUPPORT FORM	PKII Rev. 0 / 10-14-20 TECHNICAL SUPPORT FORM
ame Antonette F. Chew Date: 6/20114	Name Antonette F. Chew Date: 4/20/16
Software Installation Transfer of Work Station Access to Printer Others (Specify):	□ E-Mail □ Software Installation □ ID □ Transfer of Work Station □ Calling Card □ Access to Printer □ Server/File Access □ Others (Specify):
Details	Details
That one the F. Chew - 09356444611 _ Charles Action Taken [Normy Ann C. Castañares - 09420358343] Resolved [Pending Recommendation/Others: Recommendation/Others: Norman - 1-20-1/2 Performed By / Date:	Laminated ID for Lito P. Bikat Resolved Pending Recommendation/Others: **To be used for opening of purpoil acct. Performed By / Date:
Employee's Signature Department Manager/Supervisor	Employee's Signature Department Manager/Supervisor
ITD - F - 03 PHILKOEI INTERNATIONAL, INC.	PKII PAGE 1 OF 1 PHILKOEI INT ATIONAL, INC. PAGE 1 OF 1 TECHNICAL SUPPORT FORM
Rev. 02 / 10-14-2015 Page 1 of 1 TECHNICAL SUPPORT FORM	Name FRUMFNOTT, TABULINAD Date: G/W/WIG
Name Anherte F. Chew Date: June 28, 2014 E-Mail Software Installation ID Transfer of Work Station Calling Card Access to Printer	☐ ID ☐ Transfer of Work Station ☐ Calling Card ☐ Access to Printer ☐ Server/File Access ☐ Others (Specify): ACEIL Captup from the start
Details Employee: Lais P. Villegas Emp. H: 442 Action Taken 1. Biometrics	Details - Unexpected shutdown due to Resolved Resolved Pending Recommendation/Others:
2. Door Lock 2. Docucenter 4. Intranct 4. ID (Mark) Yhing Date: Mark Pending Recommendation/Others: Mark Performed By / Date:	Ve poir / replace Verformed By / Date:
RICHARD D PESCADOR Employee's Signature Department Manager/Supervisor	Employee's Signature Department Manager/Supervisor

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ITD - F - 03	PHILKO	EI INTERNATIONAL, INC.		Tru - F - 03		PHILKOE	INTERNATIONAL, INC.		
Roy 02 / 10-14-2015		CHNICAL SUPPORT FORM	PK	PKI Rev. 02 / 10-14-2015 Page 1 of 1			TECHNICAL SUPPORT FORM		
Antonoffe Chev	<i>\</i>)	Date: June 29, 2016	· Name	Antonette F. (Mew		Date: June 29, 2014		
ail ing Card er/File Access	☐ Software Installatio☐ Transfer of Work S☐ Access to Printer	n	1 1 7			Software Installation Transfer of Work Sta Access to Printer Others (Specify): 3%	ion -up work station (Design		
e: Oliver John M. Or thics ock contor (Northan) and (Mark)	Details tiz Emp H: 661 *Hiring Date: July 1, 2014	Action Taken Resolved Pending Recommendation/Others: - 14 - 10	1. Biomi 3. Docu 3. Docu 4. Int	Pe: Jossiclle K. And Phics Lock (Nathan) Center (Nathan) anct (Mark)	gorogon		Action Taken Resolved Pending Recommendation/Others:		
iployee's Signature		RICHARD D PESCADOR Department Manager/Supervisor	- E	mployee's Signature			RICHARD D/PESCADOR Department Manager/Supervisor		
F - 03 Rev. 02 / 10-14-201 Page 1 of 1	15	NICAL SUPPORT FORM	PK		2015		INTERNATIONAL, INC. CAL SUPPORT FORM		
MONETTE KOT tail ing Card /er/File Access	Software Installation Transfer of Work S Access to Printer Others (Specify):		1 1 1 -			Software Installation Transfer of Work Stat Access to Printer	Date: June 28, 2016		
. AURELIO M.	Details DE LEON	Action Taken ↑ Resolved ↑ Pending ↑ Recommendation/Others: ↑ ATHUS 30 Performed By / Date:	Employs 1- Piom 2. Deb	e: Julian Ed D. ctrics Lock Comer (Nothon)		Details EnpH 'UU'3	Action Taken Resolved Pending Recommendation/Others: 06-18-106 Performed By / Date:		
nployee's Signature		Department Manager/Supervisor	- · <u> </u>	nnlovee's Signature		<u> </u>	RICHARDO. PESCADOR		

		C.			I** - F - 03		PHILKOEI	INTP ATIONAL, II	NC.
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Rev. 02 / 10-14-2015	TECHI	NICAL SUPPORT FORM			Page 1 of 1				
Page 1 of 1			」	Name AN	NA LIZAT.	\$wa	S.C.	Date: 6/29/10	
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Employee's Signature		Department Manager/Supervisor	<u>.] </u>						
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Rev. 02 / 10-14-2	015	KOEI INTERNATIONAL, INC.	- 		Rev. 02 / 10-14-201	15	TECHNIC	AL SUPPORT FORM	 /
Page 1 of 1	TECI	HNICAL SUPPORT FORM	[Page 1 of 1				
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ne Antonette F. Ch	ew	Date: June 30, 2016		Name MONE	TTE KOTI	7.		Date: JUNE 90	, 2016
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louxe: Mark Joshua Na	coolangoling lampH: U			DAVID	ROJAS, JR. JAS @ phil ^l		G	Action Tak	:en
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Intranet -	* Hiring Da	te 12021101 6-30-204	_					MATORINO O	101
ID (Mark)	July 4,2	Ou Performed By / Date:		_				Performed By / Date:	
Do		RICHARÓ DI PESCATIÓN	- '	Mon	uti		•	Zn/h	
Employee's Signature	-	Department Manager/Supervisor	-		e's Signature	-		Department Manage	er/Supervisor,
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