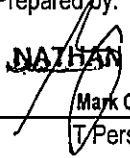
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		IT SERVICE LOGSHEET

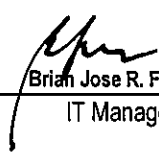
DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
09/05/2016	HR/AFChew	Enroll Drivers to Biometrics	Done/ 05-Sep-2016	
09/06/2016	HR/AFChew	Biometrics, Door Access , Printer Access for Antonio D. Chew	Done/ 06-Sep-2016	
09/08/2016	DC/JKPagorogon	Printer Access for Marianne Molina	Done/ 08-Sep-2016	
09/09/2016	ICG/AMKojima	Install LAN/Ethernet Cable for ZNA	Done/ 09-Sep-2016	
09/09/2016	HR/AFChew	ID for Rizalina Cruz (Liason matters)	Done/ 09-Sep-2016	
09/13/2016	HR/AFChew	ID for Rosita Narte (Business meeting)	Done/ 13-Sep-2016	
09/13/2016	ICG/JPEyana	Access to Server (CGC)	Done/ 13-Sep-2016	
09/13/2016	ICG/OMOrtiz	Access to Printer (Colored)	Done/ 13-Sep-2016	
09/15/2016	ENG/ADChew	Printer Access	Done/ 15-Sep-2016	
09/16/2016	HR/MMacadangdang	ID for Fredrick Allegado (parking purposes)	Done/ 16-Sep-2016	
09/20/2016	ICG/OMOrtiz	Recover Lost file	Done/ 20-Sep-2016	
09/21/2016	HR/MMacadangdang	To Install & Tutor Photoshop + Corel to HR, Soft Copies of IDs & Drafts	Done/ 21-Sep-2016	
09/30/2016	ENG/JMPamintuan	Printer Access	Done/ 30-Sep-2016	


Prepared by:

  
**NATHAN CARPIO**

Mark Carpio  
T/Personnel

Noted by:


  
**Brian Jose R. Fuertes**  
IT Manager

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Name <u>Antonette Chew</u>		Date: <u>Sept. 6, 2016</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input checked="" type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify): <u>Biometrics, DoorLock, Intranet, Decalator</u>	

Details	
<u>Antonio D. Chew</u> Employee #: <u>495</u>	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 6-SEP-2016</u> Performed By / Date:


 Employee's Signature
  Department Manager/Supervisor

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Name <u>MONETE KOTIMA</u>		Date: <u>SEPT 9, 2016</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>LAN CABLE</u>	

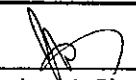
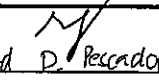
Details	
<u>INSTALLATION OF LAN CABLE FOR ZNA</u>	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 09-SEP-2016</u> Performed By / Date:


 Employee's Signature
  Department Manager/Supervisor

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Name <u>Antonette F. Chew</u>		Date: <u>Sept. 5, 2016</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>Enrollment to Biometrics</u>	

Details	
<b>Drivers:</b> 1. Alfredo Scilano - 007 / 2. Roberto Alindajno - 486 / 3. Lito Bibat - 660 / 4. Frederick Allegado - 462 / 5. Donnie Luzon - 612 /	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 5-SEP-2016</u> Performed By / Date:


 Employee's Signature
  Department Manager/Supervisor

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Name <u>Jessie Pagoragon</u>		Date: <u>Sept. 8, 2016</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 checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Details	
<u>Marianne Molina for MRT 7</u> <u>downcenter access</u>	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 8-SEP-2016</u> Performed By / Date:


 Employee's Signature
  Department Manager/Supervisor

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Name <u>Antoinette F. Chew</u>		Date: <u>Sept. 13, 2016</u>
<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):	


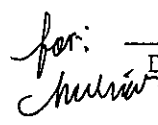
Details	
<u>Rosita M. Pariz</u>  *For business meetings	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 13-SEP-2016</u> Performed By / Date:


 Employee's Signature
  Department Manager/Supervisor

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Name <u>Antoinette Chew</u>		Date: <u>Sept. 9, 2016</u>
<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	
<u>Rizalina Cruz</u> For linison matters  * Blood Type should be O	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 9-SEP-2016</u> Performed By / Date:


 Employee's Signature
  for: RICHARD D. PESCADOR  
 Department Manager/Supervisor

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Name <u>Oliver John M. Ortiz</u>		Date: <u>9/13/2016</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Server/File Access <u>CSC</u>	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input checked="" type="checkbox"/> Access to Printer (Colored) <input type="checkbox"/> Others (Specify):	

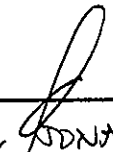
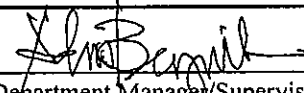
Details	
<u>Colored Printer</u>	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN - 9-13-2016</u> Performed By / Date:

 Employee's Signature
  Department Manager/Supervisor

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Name <u>GONAS P. EYANA</u>		Date: <u>09/13/16</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input checked="" 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>Access to CSC Project Files</u>	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 9-13-16</u> Performed By / Date:

 Employee's Signature
  Department Manager/Supervisor

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Name <u>MARC Joshua Macedonycang</u>		Date: <u>16 September 2016</u>
<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	
Frederick Altagordo * He needs to present an ID for parking purposes on this bldg.	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 16-SEP-2016</u> Performed By / Date:

[Signature] Employee's Signature
 
[Signature] RICHARD D. ESCADOR  
 Department Manager/Supervisor

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Name <u>Antonio Chen</u>		Date: <u>15 Sept. 2016</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 checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Details	
Install Printers on Engineering	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 15-SEP-16</u> Performed By / Date:

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

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Name <u>JUNALYNNE MUNARPAMINTUAN</u>		Date: <u>09/30/16</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 checked="" type="checkbox"/> Access to Printer <u>COLOR</u> <input type="checkbox"/> Others (Specify):	

Details	
ACCESS TO FWSI PRINTER	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 30-SEP-2016</u> Performed By / Date:

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

<b>PKII</b> ITD - F - 03 Rev. 02 / 10-14-20 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
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Name <u>Oliver John M. Ortiz</u>		Date: <u>9/20/16</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):	

Details	
Recovery of Lost file	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 20-SEP-16</u> Performed By / Date:

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