

PHILKOEI INTERNATIONAL, INC.

ΙŢ	SERVICE	LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
05/06/2017	BDD/AMFerrer	Draft Final Report of JICA PWSM	Done/ 06-May-2017	
05/08/2017	MRT 7 - Structural	Software Installation, E-mail for Danilo Cris & Thristan Selma and ID Installation for Danilo Cris	Done/ 10-May-2017	
05/08/2017	MRT 7 - Structural	E-mail for Sebastian C. Julian, Jr.	Done/ 10-May-2017	
05/08/2017	MRT 7 - Structural	Software Installation (PDF) to Lorenzo Del Castillo's PC Unit and Access to server for Ms. Hazel	Done/ 08-May-2017	
05/09/2017	ADM/JVTacder	Checking of Desktop Computer	Done/ 09-May-2017	
05/11/2017	MRT 7 - Structural	Assistance in Additional 3 laptops Request for RAM Connection Training	Done/ 11-May-2017	
05/16/2017	MRT 7 - Structural	Installation of SP Columns to Crystal's & Johnry's PC unit & Assitance in LAN Connection for Mr. Cesar	Done/ 16-May-2017	
05/16/2017	MRT 7 - Structural	Internt Connection Access for Thristan Selma	Done/ 16-May-2017	
05/17/2017	MRT 7 - Structural	Software Installation (CAD trial only) to Toshiba Laptop	Done/ 17-May-2017	
05/31/2017	MRT 7 - Structural	PC unit of Mirai & Vanesssa won't turn On	Done/ 31-May-2017	
05/31/2017	MRT 7 - Structural	Updating of Biometrics every 15th and Last day for contractual employees (8 am)	Done/ 31-May-2017	
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Prepared by:

yark Carpio

Noted by:

Brian Jose R. Fuertes

/ IT Manager

ITD-F	PHILI NTERNATIONAL, INC.
PKII Rev. 04 7 12-06-2016	TECHNICAL SUPPORT FORM
Page 1 of 1	
NAME: Maria Mario che P. Litimus	DATE: 08 Mary 2017
DEPARTMENT: MRY 7 Structural	<u> </u>
Access to Printer	☐ Network/Server/File Access
☐ Calling Card	☐ E-Mail / (for HR Manager's Approval)
☐ Biometrics Registration	☐ Repair (Attach ITD-F-06)
Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	Others (Specify):
1100000	
Details / Remarks	Request Monitoring
	Received by: NATON/.
l and artificated	Date Received: DS / 03 / 701 7
Installation of PDP softwice	Action Taken
Installation of PDP sofuare to mr. lorenzo Del Castillo's	Accomplished
pc unit	☐ Pending
·	Recommendation/Others:
· Access to Server. for Ms-Hazel	1 .
·	Requestee's Confirmation/Acknowledgement
	Date 05/08 0/17
Λ_I	Signature All
dtv.	1 Xalmin _
	Separtment Manager/Supervisor
Empløyee's Signature	The tribute of the state of the
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PKII Rev. 04 / 12-06-2016 Page 1 of 1	PHILKO ERNATIONAL, INC. TECHNICAL SUPPORT FORM	-
DEPARTMENT: Admin Access to Printer Calling Card Biometrics Registration Software Installation Transfer of Work Station	DATE: May 29, 2017 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify):	
Place cheek darktop computer - Computer always not responding - Computer always hang	Recommendation/Others: FOR UPERAGE / REPLYCEMENT OF NEW DIRECTOR	rt.(cpp)
	Requestee's Confirmation/Acknowledgement Date Signature Department Manager/Supervisor	FOR FMPORARY /MYANTINE , USE TONI (HEW'S PC

ITD - F -	PHILKO ERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Mania Muzicle P. Ritimus	DATE: May 08 2017
DEPARTMENT: MRT 7 - Structural Access to Printer Calling Card Biometrics Registration Software Installation Transfer of Work Station	☐ Network/Server/File Access ☐ E-Mail / (for HR Manager's Approval) ☐ Repair (Attach ITD-F-06) ☐ File Download/Uploading ☐ Others (Specify):
Details / Remarks	Request Monitoring
· PKII Email address · Installation of Microsoft office outlook For Mr. Danilo D. Cris and Thristan F. Selma · 1.D. for Mr. Danilo Q. Cris	Received by:
Employee's Signature	From TAGUCINAD Department Manager/Supervisor

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PKII PKII Rev. 04 / 12-06-2016	PHILY NTERNATIONAL, INC.
Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: <u>Maria Miracle P. Ritinco</u> DEPARTMENT: MRT 7 - CHURDINA	DATE: May 8, 2017
 □ Access to Printer □ Calling Card □ Bion. strics Registration □ Software Installation □ Transfer of Work Station 	☐ Network/Server/File Access ☐ E-Mail / (for HR Manager's Approval) ☐ Repair (Attach ITD-F-06) ☐ File Download/Uploading ☐ Others (Specify):
Details / Remarks	
· PKII E-mail address	Request Monitoring Received by: D'ATHAV Date Received: OS / VB / 2017 Action Taken Accomplished
For Mr. Sebashan C. Julian Jr. (mr. Joso)	Pending Recommendation/Others: Requestee's Confirmation/Acknowledgement Date May 10, 20/3
Employee's Signature	Signature Flow TABULAN Department Manager/Supervisor

PKII PKII PKII PKII PKII PKII PKII PKII	PHILIT INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: Maria Mricle P. Litique	DATE: 16 May 2017
DEPARTMENT: MAT 7 - Archa Lebara Access to Printer Calling Card Bometrics Registration Software Installation Transfer of Work Station	☐ Network/Server/File Access ☐ E-Mail / (for HR Manager's Approval) ☐ Repair (Attach ITD-F≥06) ☐ File Download/Uploading ☐ Others (Specify):
Details / Remarks	Request Monitoring
Internet connection access for Thristan Selma.	Received by: PATH MY Date Received: MAY / MAY Action Taken Action Taken Pending Recommendation/Others: Requestee's Confirmation/Acknowledgement Date May 40/3
Employee's Signature	Signature Department Manager/Supervisor

PKII ITD - F Rev. 04 1-12-06-2016 Page 1 of 1	PHILK NTERNATIONAL, INC. TECHNICAL SUPPORT FORM
IAME: Maria Miracle P. Litimes DEPARTMENT: MRT 7 - Structura L. Access to Printer Calling Card Biometrics Registration Software Installation	DATE: ->
Transfer of Work Station Details / Remarks	Request Monitoring
CAD Software installation (Trial only) to Tochiba Laptop	Date Received: 05-17-2017
Foreledge's Signature	Requestee's Confirmation/Acknowledgement Date

ITD-F-0	PHILKOF ERNATIONAL, INC.
Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Maria Maracle P. Ritimoo	DATE: 11 May 2017
DEPARTMENT: MRT 7 Structural	
Access to Printer	☐ Network/Server/File Access
☐ Calling Card	☐ E-Mail / (for HR Manager's Approval)
☐ Biometrics Registration	Repair (Attach ITD-F-06)
☐ Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	Others (Specify):
Details / Remarks	Request Monitoring
Or to take the	Received by: NATHAN
of mark (Nathan)	Date Received: MAY // 70) 7.
Requesting for additional"	Action Taken
three (3) lantops for the	
to se (3) tag toll a fer is	Pending
Sir Mark/Nathan, Requesting for additional three (3) laptops for the training RAM connection.	☐ Recommendation/Others:
•	
•	Requestee's Confirmation/Acknowledgement
•	Date 11 May 2017
	Signature Oh
al-	A Minin
Employee's Signature	Operartment Manager/Supervisor
V	· ///

ITD - F - 0	PHILKOE ERNATIONAL, INC.
Rev. 04 / 12-06-2016	TECHNICAL SUPPORT FORM
Page 1 of 1	DATE: 16 May 3017
NAME: Maria microlle V. Litimus DEPARTMENT: MRT 7 - Structural	DATE. (1) 1100 AUT
DEPARTMENT: MAT → STRACTURE Access to Printer Calling Card Biometrics Registration Software Installation Transfer of Work Station	 Network/Server/File Access □ E-Mail / (for HR Manager's Approval) □ Repair (Attach ITD-F-06) □ File Download/Uploading □ Others (Specify):
	Request Monitoring
Details / Remarks	Received by: NATAN
	Date Received: MAY 1 70/7
Includation of SY columns	Action Taken
· Installation of SI columns to cristally and Johnny's	Accomplished
le wit	Pending Recommendation/Others:
· LAN connection for Mr. Cusar	Requestee's Confirmation/Acknowledgement
of sir manlo's Team	Date III May 2017 Signature
	SHOMMAN

Employee's Signature

Department Manager/Supervisor

	PHILKOE TERNATIONAL, INC.
PKII PKII PKII PKII PKII PKII PKII PKII	TECHNICAL SUPPORT FORM
Page 1 of 1	DATE: May 31,2013
NAME: Mana mirage uttinov	DATE: THOU OF LIST.
DEPARTMENT: MRT 7	☐ Network/Server/File Access
Access to Printer	☐ E-Mail / (for HR Manager's Approval)
☐ Calling Card	E-Mail / (101 Fix Manager 5 1 pp 104)
☐ Biometrics Registration	Repair (Attach ITD-F-06)
☐ Software Installation	File Download/Uploading
☐ Transfer of Work Station	Others (Specify):
LI Haisier of the same	
Details / Remarks	Request Monitoring
Details / Neitharks	Received by:
	Date Received:
3 11	Action Taken
· computer problem	Accomplished
	Pending
* Computer problem + Pc unit of Vanissa 4 mirai won't turn onlopen	Recommendation/Others:
& mirai won't turn onlopen	Recommendation
	Requestee's Confirmation/Acknowledgement
	ne/2//10 /
	Signature (
dri	Dommin
- La Signatura	Separtment Manager/Supervisor
Employee's Signature	- //
V	θ

PKII Rev. 04 / 12-06-2016	PHILK INTERNATIONAL, INC.
Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
JAME: Maria Miracle P. Lifimco DEPARTMENT: MRT 7 - Struct / Archi.	DATE: May 31, 2017
 □ Access to Printer □ Calling Card □ Biometrics Registration □ Software Installation □ Transfer of Work Station 	☐ Network/Server/File Access ☐ E-Mail / (for HR Manager's Approval) ☐ Repair (Attach ITD-F-06) ☐ File Download/Uploading ☐ Others (Specify):
Details / Remarks	Request Monitoring
Sir Mark Nathan, Kindly update biometrics - DTR every 15th and last day of the month for contradual employees, if possible at 8 am.	Received by: Date Received: Action Taken Accomplished Pending Recommendation/Others: Requestee's Confirmation/Acknowledgement Date Date
Employee's Signature	Department Manager/Supervisor

ITD-F-	PHILKO ITERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Mark Jashum Marendarydany	DATE: 12 May 2017
DEPARTMENT: HY	· · · · · · · · · · · · · · · · · · ·
☐ Access to Printer	☐ Network/Server/File Access
☐ Calling Card	E-Mail / (for HR Manager's Approval)
☐ Biometrics Registration	Repair (Attach ITD-F-06)
☐ Software Installation	File Download/Uploading
☐ Transfer of Work Station	12 Others (Specify): Internet secass
Details / Ramouke	
Details / Remarks	Request Monitoring
No internet access since moking.	Received by: VMINW
	Date Received: のら - 12・201ブ Action Taken
we noved to access Philhealth's	Action taken Accomplished
(1) (1) (1)	Pending
website pok the remitme of	
	Recommendation/Others:
our contributions.	Requestee's Confirmation/Acknowledgement
•	Date W. Gr. W.T
	Signature MSM .
Man .	Marin Castananis
/ Exployee's Signature	Department Manager/Supervisor
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TD-F-03	PHILKOEI INTERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Arlene Ferrer	DATE: 05/06/2017
DEPARTMENT: BDD	
 ☐ Access to Printer ☐ Calling Card ☐ Biometrics Registration ☐ Software Installation ☐ Transfer of Work Station 	☐ Network/Server/File Access ☐ E-Mail / (for HR Manager's Approval) ☐ Repair (Attach ITD-F-06) ☐ File Download/Uploading ☐ Others (Specify):
Details / Remarks	Request Monitoring
PRAFT FINAL REPORT OF JICA PWSM	Received by: WMD DAT NO Date Received: 05 00 00 70 7 Action Taken Accomplished Pending Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 05 00 90 7 Signature
June	Thompsonly
Arlene territi Employee's Signature	Pepartment Manager/Supervisor

Department Manager/Supervisor