DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
7/1/2015	ICG/AMKojima	Email for Antonio D. Chew, Alexander Perlada, Roy Agustin, Renaldo Cruz	Done	
7/8/2015	DC/FBBaltazar	APC-UPS Diagnostic	Done	
7/10/2015	FIN/KBCruz	Excel Worksheet is Fracturing/Tearing	Done	System Restore action taken
7/13/2015	FIN/GEReyes	Excel Assistance/Support	Done	
7/14/2015	FIN/GEReyes	Print BIR Forms (site is unaccessible)	Done	
7/14/2015	HR/AFChew	Update Intranet Time and Attendance	Done	(for EJNunes DTR cutoff)
7/14/2015	DC/TSVilloria	Print calling card with updated info	Done	new no. 30 pcs
7/20/2015	ENG/ABQuizzagan	Uninstall old version of AutoCAD LT 2015 and install 2016 ver.	Done	For Laptop Use
7/23/2015	DC/MBAquino	Printing of URFD 2017 Edition	Done	Binded
7/23/2015	ICG/CDVitug	MS Word can't open the file	Done	
7/27/2015	ENG/ABQuizzagan	Email Request for Engr. Jaime B. Alex	Done	
7/30/2015	ADM/JVTacder	Registration for Biometrics	Done	
7/30/2015	ICG/CDVitug	Restore application	Done	
7/31/2015	DC/JBMallare	Encoding of Distance and Elevations in EPANET Program for 36.5 km	Done	

Prepared by:

MARK _____ CARPIO

IT Personnel

Noted by:

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IT Manager