
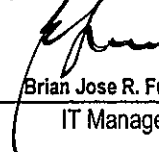
	ITD - F - 01 Rev. 00 / 08-16-2014 Page 1	PHILKOEI INTERNATIONAL, INC.
		IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
8/1/2016	HR/MMacadangdang	Biometrics, Door Access , Email for Ronila J. Gallemit	Done/ 1-Aug-2016	
8/1/2016	HR/MMacadangdang	Biometrics, Door Access , Email for Arlene T. Tugublimas	Done/ 1-Aug-2016	
8/1/2016	HR/MMacadangdang	Biometrics, Door Access , Email for Anna Vanessa O. Samonte	Done/ 1-Aug-2016	
8/1/2016	HR/MMacadangdang	Biometrics, Door Access , Email for Melanie L. Penalosa	Done/ 1-Aug-2016	
8/2/2016	HR/MMacadangdang	ID for Ronila J. Gallemit	Done/ 2-Aug-2016	
8/2/2016	HR/MMacadangdang	Intranet Access for Gallemit & Tugublimas	Done/ 2-Aug-2016	
8/2/2016	HR/MMacadangdang	ID for Arlene T. Tugublimas	Done/ 2-Aug-2016	
8/10/2016	HR/MMacadangdang	Biometrics, Door Access , for Elwen A. Matinao	Done/ 10-Aug-2016	
8/11/2016	HR/MMacadangdang	Biometrics, Door Access , Email for Junalynne M. Pamintuan	Done/ 11-Aug-2016	
8/11/2016	HR/MMacadangdang	Install Email Client (Thunderbird)	Done/ 11-Aug-2016	
8/15/2016	HR/MMacadangdang	Biometrics, Door Access , Gerrel R. Regulacion	Done/ 15-Aug-2016	
8/17/2016	HR/MMacadangdang	Printer Access & WPS Install	Done/ 17-Aug-2016	
8/17/2016	ENG/JMPamintuan	Google Earth & MS Office Install	Done/ 17-Aug-2016	
8/18/2016	HR/MMacadangdang	Request a temporary Laptop	Done/ 18-Aug-2016	
8/18/2016	ENG/JPVillamin	Calling Card	Done/ 18-Aug-2016	
8/22/2016	ICG/AMNeptuno	Biometrics, Door Access , Server Access for Ace M. Neptuno	Done/ 22-Aug-2016	
8/24/2016	ICG/AMKojima	Email address for AMNeptuno	Done/ 24-Aug-2016	
8/25/2016	ICG/OMortiz	Calling Card	Done/ 25-Aug-2016	
8/26/2016	HR/AFChew	Phone has no dial tone	Done/ 26-Aug-2016	

Prepared by:

  
Mark Carpio  
IT Personnel

Noted by:

  
Brian Jose R. Fuertes  
IT Manager

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Name: <u>Marko Macadangdang</u>		Date: <u>1 August 2016</u>
<input checked="" 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>set up work station</u>	

Details	
Employee name: <u>Ariene T. Ingublimas</u> Employee #: <u>669</u> 1. Door lock 2. Biometrics 3. Intranet 4. Docucenter Starting date: <u>Aug 2, 2016</u>	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 08-01-16</u> Performed By / Date:

[Signature]  
 Employee's Signature

[Signature] 8/1/16  
**RICHARD D. PESCADOR**  
 Department Manager/Supervisor

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Name: <u>Marko Macadangdang</u>		Date: <u>1 August 2016</u>
<input checked="" 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>set up work station</u>	

Details	
Employee name: <u>Ronila J. Gallemit</u> Employee #: <u>668</u> 1. Biometrics 2. Door lock 3. Intranet 4. Docucenter Starting date: <u>Aug. 2, 2016</u>	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN - 8-1-16</u> Performed By / Date:

[Signature]  
 Employee's Signature

[Signature] 8/1/16  
**RICHARD D. PESCADOR**  
 Department Manager/Supervisor

<b>PKII</b> ITD - F - 03 Rev. 02 / 10-14-2015 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	

Name: <u>Marko Macadangdang</u>		Date: <u>1 Aug 2016</u>
<input checked="" type="checkbox"/> E-Mail <input checked="" 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>set up workstation</u>	

Details	
Employee name: <u>Melanie L. Penialosa</u> Employee no.: <u>667</u> 1. Door lock 2. Biometrics 3. Intranet 4. Docucenter	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 01-AUG-2016</u> Performed By / Date:

[Signature]

[Signature]  
**RICHARD D. PESCADOR**

<b>PKII</b> ITD - F - 03 Rev. 02 / 10-14-2015 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	

Name: <u>Marko Macadangdang</u>		Date: <u>9 Aug 2016</u>
<input checked="" type="checkbox"/> E-Mail <input checked="" 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>set up workstation</u>	

Details	
Employee Name: <u>Anna Vanessa O. Samonte</u> Employee #: <u>670</u> 1. Biometrics 2. Door lock 3. Intranet 4. Docucenter Starting Date: <u>August 8, 2016</u>	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN - 8/1/2016</u> Performed By / Date:

[Signature]  
 Employee's Signature

[Signature] 8/4/2016  
**RICHARD D. PESCADOR**  
 Department Manager/Supervisor

<b>PKII</b>	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
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Name <u>Katherine P. Cruz</u>		Date: <u>Aug. 2, 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):	

Details					
Request for Internet account of Mr. R. Gallemitt and Mr. A. Tugublas	<table border="1"> <tr> <th colspan="2">Action Taken</th> </tr> <tr> <td> <input checked="" type="checkbox"/> Resolved  <input type="checkbox"/> Pending  <input type="checkbox"/> Recommendation/Others:         </td> <td> <u>NATHAN</u> / <u>2-AUG-2016</u>          Performed By / Date:       </td> </tr> </table>	Action Taken		<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	<u>NATHAN</u> / <u>2-AUG-2016</u> Performed By / Date:
Action Taken					
<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	<u>NATHAN</u> / <u>2-AUG-2016</u> Performed By / Date:				

[Signature]  
 Employee's Signature

[Signature]  
 Department Manager/Supervisor

<b>PKII</b>	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
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Name <u>Marko Macadongdong</u>		Date: <u>10 August 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					
Employee name: <u>Elwen A. Matinao</u> Employee no.: <u>671</u> 1. Door Lock 2. Biometrics 3. Docucenter	<table border="1"> <tr> <th colspan="2">Action Taken</th> </tr> <tr> <td> <input checked="" type="checkbox"/> Resolved  <input type="checkbox"/> Pending  <input type="checkbox"/> Recommendation/Others:         </td> <td> <u>NATHAN</u> / <u>10-AUG-2016</u>          Performed By / Date:       </td> </tr> </table>	Action Taken		<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	<u>NATHAN</u> / <u>10-AUG-2016</u> Performed By / Date:
Action Taken					
<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	<u>NATHAN</u> / <u>10-AUG-2016</u> Performed By / Date:				

[Signature]  
 Employee's Signature

[Signature]  
 Department Manager/Supervisor

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Name <u>Marko Macadongdong</u>		Date: <u>2 Aug 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					
Employee name: <u>Ronita J. Gallemitt</u> Employee #: <u>668</u>	<table border="1"> <tr> <th colspan="2">Action Taken</th> </tr> <tr> <td> <input checked="" type="checkbox"/> Resolved  <input type="checkbox"/> Pending  <input type="checkbox"/> Recommendation/Others:         </td> <td> <u>NATHAN</u> / <u>02-AUG-2016</u>          Performed By / Date:       </td> </tr> </table>	Action Taken		<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	<u>NATHAN</u> / <u>02-AUG-2016</u> Performed By / Date:
Action Taken					
<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	<u>NATHAN</u> / <u>02-AUG-2016</u> Performed By / Date:				

[Signature]  
 Employee's Signature

[Signature]  
 Department Manager/Supervisor

<b>PKII</b>	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
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Name <u>Marko Macadongdong</u>		Date: <u>2 Aug 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					
Employee name: <u>Arlene T. Tugublas</u> Employee #: <u>669</u>	<table border="1"> <tr> <th colspan="2">Action Taken</th> </tr> <tr> <td> <input checked="" type="checkbox"/> Resolved  <input type="checkbox"/> Pending  <input type="checkbox"/> Recommendation/Others:         </td> <td> <u>NATHAN</u> / <u>02-AUG-2016</u>          Performed By / Date:       </td> </tr> </table>	Action Taken		<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	<u>NATHAN</u> / <u>02-AUG-2016</u> Performed By / Date:
Action Taken					
<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	<u>NATHAN</u> / <u>02-AUG-2016</u> Performed By / Date:				

[Signature]  
 Employee's Signature

[Signature]  
 Department Manager/Supervisor

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Name: <u>Marko Macadangdang</u>		Date: <u>11 Aug 2016</u>
<input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input checked="" type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Details	
<u>unclerbind software</u>	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 11-AUG-2016</u> Performed By / Date:
<u>[Signature]</u> Employee's Signature	<u>RICHARD D. PESCADOR</u> Department Manager/Supervisor

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Name: <u>Marko Macadangdang</u>		Date: <u>17 Aug 2016</u>
<input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input checked="" 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>as to printer at accounting</u> <u>unclerbind access</u> <u>as installation</u>	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 17-AUG-16</u> Performed By / Date:
<u>[Signature]</u> Employee's Signature	<u>RICHARD D. PESCADOR</u> Department Manager/Supervisor

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Name: <u>Marko Macadangdang</u>		Date: <u>11 Aug 2016</u>
<input checked="" type="checkbox"/> E-Mail <input checked="" 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 type="checkbox"/> Others (Specify): <u>Set-up workstation</u>	

Details	
Employee name: <u>Junalyne M. Pamintuan</u> Employee #: <u>566</u> 1. Biometrics 2. Doorlock 3. Intranet 4. Docucenter Starting date: <u>Aug 16, 2016</u>	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 11-08-2016</u> Performed By / Date:
<u>[Signature]</u> Employee's Signature	<u>RICHARD D. PESCADOR</u> Department Manager/Supervisor

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Name: <u>Marko Macadangdang</u>		Date: <u>August 15, 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	
Employee name: <u>Gerrel R. Regulation</u> Employee no.: <u>672</u> 1. Door Lock 2. Biometrics 3. Docucenter	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN /</u> Performed By / Date:
<u>[Signature]</u> Employee's Signature	<u>RICHARD D. PESCADOR</u> Department Manager/Supervisor

	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
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Name <u>Marko Macadyang</u>		Date: <u>18 Aug 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>Request for Laptop (temporary)</u>	

Details	
<u>ss to ISO files thru MS office tools.</u>	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>WPS / 18-AUG-2016</u> Performed By / Date:
<u>[Signature]</u> Employee's Signature	<u>[Signature]</u> RICHARD D. PESCADOR Department Manager/Supervisor

	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
	Rev. 02 / 10-14-2015	
	Page 1 of 1	TECHNICAL SUPPORT FORM


Name <u>AKS M. NEPTUNO</u>		Date: <u>Aug. 22, 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 checked="" type="checkbox"/> Others (Specify): <u>Biometrics</u>	

Details	
<u>CA Core Staff / Economist</u>	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 22-08-16</u> Performed By / Date:
<u>[Signature]</u> Employee's Signature	<u>[Signature]</u> Department Manager/Supervisor

	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
	Rev. 02 / 10-14-2015	
	Page 1 of 1	TECHNICAL SUPPORT FORM


Name <u>JUNKYNE M. PAMINTUAN</u>		Date: <u>8-17-2016</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input checked="" type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Details	
<u>GOOGLE EARTH ✓ PRO?</u> <u>OFFICE MICROSOFT OFFICE 2017</u> <u>INSTALLED WPS</u>	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 17-AUG-2016</u> Performed By / Date:
<u>[Signature]</u> Employee's Signature	<u>[Signature]</u> REFERRED 19 Aug 2016 Department Manager/Supervisor

	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
	Rev. 02 / 10-14-2015	
	Page 1 of 1	TECHNICAL SUPPORT FORM

Name <u>JAIMIE P. VILLAMIN</u>		Date: <u>8/18/2016</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>JAIMIE P. VILLAMIN</u> <u>Junior Structural Engineer</u> <u>Mobile: +639273748794</u> <u>Email: jpvillamin@philkoei.com.ph</u>	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 18-AUG-16</u> Performed By / Date:
<u>[Signature]</u> Employee's Signature	<u>[Signature]</u> Department Manager/Supervisor


	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
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	Page 1 of 1	TECHNICAL SUPPORT FORM

Name <u>Antoinette F. Chen</u>		Date: <u>Aug. 26, 2014</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	
<u>Phone has no dial tone</u>	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 8-26-2016</u> Performed By / Date:

Employee's Signature

Richard J. Pescador  
Department Manager/Supervisor


	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
	02 / 10-14-2015	
	Page 1 of 1	TECHNICAL SUPPORT FORM

Name <u>MCNETTE KUTIMA</u>		Date: <u>AUG 24, 2016</u>
<input checked="" 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>Prepared email all: new anpetuno@...</u> <u>Prepared name on business card:</u> <u>AGU M. NEPUNDO, ECONOMIST</u> <u>Mobile: +639176460200</u> <u>TIN: 300-274-144-008</u> <u>SSS:</u>	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 24-08-2016</u> Performed By / Date:

Employee's Signature

P. Ramos  
Department Manager/Supervisor

	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
	02 / 10-14-2015	
	Page 1 of 1	TECHNICAL SUPPORT FORM

Name <u>Oliver John M. Ortiz</u>		Date: <u>8/25/2016</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input checked="" type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Server/File Access - Design	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Center	
<u>OLIVER JOHN M. ORTIZ</u> <u>Business Development Specialist/Junior Civil Engineer</u> <u>International Consulting Group</u> <u>Contact No: 09356588008</u>	<b>Action Taken</b> <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 25-08-2016</u> Performed By / Date:

Employee's Signature

PATRICK JOHN RAMOS  
Department Manager/Supervisor