

[illegible]

Prepared by:

Mark Garpio  
IT Personnel

Noted by:

**Brian Jose R. Fuentes**  
IT Manager

<b>PKII</b>	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	<b>TECHNICAL SUPPORT FORM</b>	
NAME: ANNA VANESSA O. SAMONTE		DATE: DECEMBER 12, 2016
DEPARTMENT: MRT 7 - Structural		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input checked="" type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks		Request Monitoring
SPCOL (PCA) SOFTWARE		Received by: Benmar Abella Date Received: December 12, 2016 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement
		Date: DECEMBER 12, 2016
		Signature:
Employee's Signature:		Department Manager/Supervisor:

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	<b>TECHNICAL SUPPORT FORM</b>	
NAME: SANTOS D. GUADUES III		DATE: 19-12-2016
DEPARTMENT: MRT 7 1908		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input checked="" type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks		Request Monitoring
GOOGLE SKETCH UP MAKE (FREEWARE)		Received by: Date Received: Action Taken <input type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement
		Date:
		Signature:
Employee's Signature:		Department Manager/Supervisor:

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	<b>TECHNICAL SUPPORT FORM</b>	
NAME: Junalynne M. Pamintuan		DATE: Dec 15, 2016
DEPARTMENT: Engrs		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input checked="" type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks		Request Monitoring
		Received by: NATALIA Date Received: 12-15-2016 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement
		Date: Dec-15, 2016
		Signature:
Employee's Signature:		Department Manager/Supervisor:

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	<b>TECHNICAL SUPPORT FORM</b>	
NAME: CARL CHRISTIAN B. SINDA		DATE: DECEMBER 12, 2016
DEPARTMENT: DESIGN CENTER		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input checked="" type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks		Request Monitoring
REINSTALLATION OF SPCOL		Received by: Benmar Abella Date Received: December 12, 2016 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement
		Date: DECEMBER 12, 2016
		Signature:
Employee's Signature:		Department Manager/Supervisor:

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NAME: VIVAR, DANIEL LAWRENCE F. DEPARTMENT: ENGINEERING		DATE: 12/5/2016
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify):
<b>Details / Remarks</b> Kindly create a Google Drive Link for File "Peer Review 1990-199 Initial Comments" Network → Philkoi-005 → Users → 00-ALL → For Users → MDTOLONTINO → FOR GOOGLE DRIVE		<b>Request Monitoring</b> Received by: Date Received: Action Taken <input type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 12-5-16 Signature <i>[Signature]</i>

*[Signature]*  
 DANIEL LAWRENCE F. VIVAR  
 Employee's Signature

*[Signature]*  
 Department Manager/Supervisor

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NAME: DANIEL LAWRENCE F. VIVAR DEPARTMENT:		DATE: 12/19/2016
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input checked="" type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
<b>Details / Remarks</b> File Name: Google Drive Link Peer Review Report on Tunnel FINAL 12-29		<b>Request Monitoring</b> Received by: NATHAN Date Received: 12/19/2016 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 12-19-16 Signature <i>[Signature]</i>

*[Signature]*  
 Employee's Signature

*[Signature]*  
 Department Manager/Supervisor