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

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
10/03/2016	DC/JKPagorogon	Troubleshoot Printer (HP LaserJet 5000)	Done/ 03-Oct-2016	
10/03/2016	HR/MMacadangdang	Biometrics, Door Access , Email for Daniel Lawrence F. Vivar	Done/ 03-Oct-2016	
10/05/2016	DC/JNAbadilla	Email Quota Reached / Upgrade Quota	Done/ 05-Oct-2016	
10/10/2016	HR/MMacadangdang	Biometrics, Door Access , Email for Jennilyn N. Monson	Done/ 10-Oct-2016	
10/11/2016	HR/AFChew	Door Access for Rizalina Danguilan, Maricel Maglalag	Done/ 11-Oct-2016	
10/18/2016	HR/MCCastanares	Creation of email account for Mr. Florendo C. Ramos Jr.	Done/ 18-Oct-2016	
10/19/2016	DC/MCCruz	Calling Card & ID	Done/ 19-Oct-2016	
10/24/2016	DC/MCCruz	Install AutoCAD 2016 Trial	Done/ 24-Oct-2016	
10/26/2016	DC/DFVivar	Transfer of Work Station	Done/ 26-Oct-2016	

Prepared by:  
  
**NATHAN CARPIO**  
 Mark Carpio  
 IT Personnel

Noted by:  
  
**Brian Jose R. Fuertes**  
 IT Manager

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Name <u>Mark Joshua Macadandang</u>		Date: <u>Oct. 3, 2016</u>
<input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input checked="" 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 checked="" type="checkbox"/> E-Mail / (for HR Manager's Approval) <u>1/1</u> <input checked="" type="checkbox"/> Others (Specify): <u>Set-up work station</u>	

Details		
1. Daniel Lawrence F. Vivar Emp. #: 674 ↳ Biometrics ↳ Door Lock ↳ Intranet ↳ DocuCentre Starting Date: Oct. 3	2. Ronel Cno Emp. #: 673	Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 10-03-2016</u> Performed By / Date:

Employee's Signature: [Signature]  
 Department Manager/Supervisor: Richard D. Pescador

<b>PKII</b>	ITD - F - 03 03 / 10-03-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>

Name <u>Mark Joshua Macadandang</u>		Date: <u>Oct. 10, 2016</u>
<input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input checked="" 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 checked="" type="checkbox"/> E-Mail / (for HR Manager's Approval) <u>1/1</u> <input type="checkbox"/> Others (Specify):	

Details		
1. Jennilyn N. Manson Emp. #: 676 ↳ Door Lock ↳ Biometrics ↳ Intranet ↳ Email ↳ Printer		Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 10-10-2016</u> Performed By / Date:

Employee's Signature: [Signature]  
 Department Manager/Supervisor: Richard D. Pescador

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Name <u>JESSIE PAGORDON</u>		Date: <u>03 OCT. 2016</u>
<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 checked="" type="checkbox"/> Others (Specify):	

Details	
Troubleshoot up laser jet 5000	Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 10-03-2016</u> Performed By / Date:

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

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Name <u>JENINE NICOLE ABADILLA</u>		Date: <u>10/05/2016</u>
<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 checked="" type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Others (Specify):	

Details	
KINDLY UPGRADE jtabadilla@philkoei.com.ph TO A LARGER QUOTA	Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 10-05-2016</u> Performed By / Date:

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

<b>PKII</b>	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
	03 / 10-03-2016 Page 1 of 1	TECHNICAL SUPPORT FORM

Name: <u>Mary Ann Castanares</u>		Date: <u>Oct. 18, 2016</u>
<input checked="" 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 checked="" type="checkbox"/> E-Mail / (for HR Manager's Approval) <u>NY</u> <input type="checkbox"/> Others (Specify):	

Details	
creation of email account of Mr. Florendo C. Ramos, Jr.	Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 10-18-2016</u> Performed By / Date:

*[Signature]*  
 Employee's Signature

*[Signature]*  
 RICHARD D. PESCADER  
 Department Manager/Supervisor

<b>PKII</b>	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
	03 / 10-03-2016 Page 1 of 1	TECHNICAL SUPPORT FORM

Name: <u>Antonette Chew</u>		Date: <u>Oct. 11, 2016</u>
<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 checked="" type="checkbox"/> Others (Specify): <u>Door Lock Access</u>	

Details	
Consultants: Rizalina Q. Danguilan Manuel Maylalaug	Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 10-11-2016</u> Performed By / Date:

*[Signature]*  
 Employee's Signature

*[Signature]*  
 RICHARD D. PESCADER  
 Department Manager/Supervisor

<b>PKII</b>	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
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Name: <u>Millard C. Cruz</u>		Date: <u>10/24/16</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	
AutoCAD 2016 - Trial Version	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 24-10-16</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>Millard C. Cruz</u>		Date: <u>10/19/16</u>
<input type="checkbox"/> E-Mail <input checked="" 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	
Position: Jr. Quantity/Cost Engineer address: timon office	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 19-OCT-16</u> Performed By / Date:

*[Signature]*  
 Employee's Signature

*[Signature]*  
 Department Manager/Supervisor