

Brian Jose R. Fuertes
IT Manager

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| PKII ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1 | PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM | |
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| NAME: <u>JONAS P. EYANA</u> DEPARTMENT: <u>ICG</u> | DATE: <u>08/15/17</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 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): | |
| Details / Remarks <u>Access to ICG Server</u> | Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>8/15/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>8/15/17</u> Signature <u>[Signature]</u> | |
| Employee's Signature <u>[Signature]</u> | Department Manager/Supervisor <u>[Signature]</u> | |

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| NAME: <u>Manko Macedonigang</u> DEPARTMENT: <u>Human Resources</u> | DATE: <u>9 August 2017</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 type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify): | |
| Details / Remarks <u>We would like request the ff. items to be used on August 13/15/17 for the standard first aid and basic life support training from PRE.</u> 1. Laptop (2) 2. Projector (2) 3. Amx cord (1) 4. Projection Screen (2) + tentative | Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>09/08/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>9 August 2017</u> Signature <u>[Signature]</u> | |
| Employee's Signature <u>[Signature]</u> | Department Manager/Supervisor <u>[Signature]</u> | |

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| NAME: <u>Maria Miracle P. Litimco</u> DEPARTMENT: <u>MRT 7 Admin</u> | DATE: <u>16 August 2017</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 type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify): | |
| Details / Remarks <u>Assistance in accessing CAD software in Melai's PC. Needs admin password.</u> | Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>08/16/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>16 Aug. 2017</u> Signature <u>[Signature]</u> | |
| Employee's Signature <u>[Signature]</u> | Department Manager/Supervisor <u>[Signature]</u> | |

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| NAME: <u>GIZUE SAN NIGUEL</u> DEPARTMENT: | DATE: <u>8-15-17</u> | |
| <input type="checkbox"/> Access to Printer <input checked="" 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 type="checkbox"/> Others (Specify): | |
| Details / Remarks <u>FOR SIR MIKE GABRIEL</u> <u>MANLO CORONEL</u> <u>FOR MRT 7.</u> | Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>8-15-17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>8-</u> Signature <u>[Signature]</u> | |
| Employee's Signature <u>[Signature]</u> | Department Manager/Supervisor <u>[Signature]</u> | |

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| NAME: <u>KENNETH J. HARRIS</u> | | DATE: <u>08/13/2017</u> |
| DEPARTMENT: <u>DESIGN</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 type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify): |
| Details / Remarks <u>360° CAMERA FOR BOCA</u> <u>JURRY / BORROW</u> <u>RETURN DATE AUGUST 22 2017</u> <u>Returned 10AM BY LEONARD</u> <u>for photos</u> | | Request Monitoring Received by: <u>MARK J. HARRIS</u> Date Received: <u>8/18/2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date Signature <u>8/18/2017</u> |
| Employee's Signature <u>[Signature]</u> | | Department Manager/Supervisor <u>[Signature]</u> |

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| NAME: <u>Maria Miracle P. Lito</u> | | DATE: <u>17 August 2017</u> |
| DEPARTMENT: <u>MKT 7 - Structural</u> | | |
| <input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometric 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): |
| Details / Remarks <u>Assistance in RAM Connection</u> <u>Software for Eric of Sir</u> <u>manlo's Team. There's</u> <u>always an error in configuration.</u> | | Request Monitoring Received by: <u>MARK J. HARRIS</u> Date Received: <u>08/17/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date Signature <u>17 Aug 2017</u> |
| Employee's Signature <u>[Signature]</u> | | Department Manager/Supervisor <u>[Signature]</u> |

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| | | |
| NAME: <u>Maria Miracle P. Lito</u> | | DATE: <u>31 August 2017</u> |
| DEPARTMENT: <u>MKT-7 (Admin)</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 type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify): |
| Details / Remarks <u>Assistance in CAD software in</u> <u>Sir Paul's PC unit (software</u> <u>is expired already) and</u> <u>Jamine's (computer/software</u> <u>cannot be open)</u> | | Request Monitoring Received by: <u>MARK J. HARRIS</u> Date Received: <u>31-AUG-2017</u> Action Taken <input type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Recommendation/Others: <u>WILL CHECK FIRST THE AVAIL</u> <u>FOR JAMINE'S UNIT, WAIT ATLEAST 30 SEC'S BEFORE POWERING</u> Requestee's Confirmation/Acknowledgement Date <u>31 Aug 2017</u> Signature <u>[Signature]</u> |
| Employee's Signature <u>[Signature]</u> | | Department Manager/Supervisor <u>[Signature]</u> |

LICENSE AND LABEL IT'S VALID ON CPU AFTER TURNING ON THE UPS. WHILE TO REQUEST IT TO BUY A UPS.

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| NAME: <u>JESSIE K. PAGOROGON</u> | | DATE: <u>17 AUGUST 2017</u> |
| DEPARTMENT: <u>ENGINEERING AND DESIGN CENTER</u> | | |
| <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 <u>Install ① Thunderbird</u> <u>② Adobe PDF (Editor)</u> | | Request Monitoring Received by: <u>MARK J. HARRIS</u> Date Received: <u>08/17/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>17 AUGUST 2017</u> Signature <u>[Signature]</u> |
| Employee's Signature <u>[Signature]</u> | | Department Manager/Supervisor <u>[Signature]</u> |