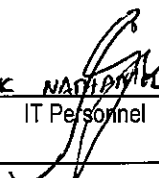
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		IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
8/4/2015	FIN/FDManacop	Printer on Finance won't Print	Done	
8/4/2015	ADM/EDFlores	Assistance on revisions made on ADM-F-11 form	Done	
8/4/2015	ADM/MSAbian	To have an access in DocuCentre Printer	Done	
8/10/2015	HR/AFChew	Enrollment to Biometrics, Access to Intranet for Millard Cruz	Done	
8/11/2015	IT/MDTolentino	Power supply for CCTV DVR not working	Done	Purchased New
8/11/2015	BDD/AMFerrer	Defective UPS , Repair of Internet Cable Cord	Done	
8/11/2015	HR/RDP	Slow Internet Connection	Done	
8/11/2015	HR/RDP	Soft copy of Gerald Joseph Tabeta's attendance form from March to July 31 2015	Done	
8/13/2015	DC/FPBersalona	USB scan for virus	Done	
8/13/2015	DC/GFMijares	PC is asking for boot disk	Done	
8/17/2015	HR/AFChew	Enrollment to Biometrics, Access to Intranet for Algreg & Joel Brinas	Done	
8/17/2015	DC/JBSacayan	Request for a Laminated ID	Done	
8/17/2015	DC/MCCruz	Request for a Laminated ID	Done	
8/17/2015	HR/AFChew	Request for a Laminated ID for Joel & Algreg	Done	
8/20/2015	FIN/AARoque	Excel assistance (Formatting)	Done	
8/20/2015	FIN/GEReyes	FASY (excel file) modification	Done	
8/24/2015	ENG/JAValmocena	Email account and acces to intranet	Done	
8/25/2015	DC/FPBersalona	USB scan for virus	Done	

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Noted by:


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