

	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
6/2/2015	ICG/EJNunez	Email Request/Setup	Done	
6/4/2015	FIN/ALFlores	Scan Document	Done	
6/4/2015	ADM/FMPalomique	ID for project	Done	Deployed for Pinatubo Project
6/9/2015	FIN/ALFlores	Download File	Done	
6/9/2015	FIN/AARoque	Server Drive Access	Done	
6/9/2015	DC/LAPerez	PLDT Trunkline Repair	Done	Incoming is not working but outgoing is ok
6/9/2015	DC/ACQuejado	Email Request, Access to Intranet Server	Done	
6/9/2015	DC/JTAbadilla	Creation of Email, Access to Server	Done	
6/19/2015	ADM/JVTacder	Creation of Email	Done	
6/26/2015	HR/RDPescador	Elimination of Browser Pop-ups, Ads , etc.	Done	
6/26/2015	HR/AFChew	Creation of ID for engineers at QIP	Done	
6/29/2015	FIN/MACastanares	Access to Network Printer	Done	

Prepared by:  IT Personnel	Noted by:  IT Manager
---	--