

	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
7/5/2016	ICG/AMKojima	Email, ID, Intranet	Done/ 5-Jul-2016	
7/7/2016	HR/MMacadangdang	Printer doesn't work	Done/ 7-Jul-2016	
7/8/2016	ICG/OMOrtiz	Email, Calling Card, Server Access	Done/ 8-Jul-2016	
7/8/2016	FIN/RCCartera	Request for Laptop that will be used in Project	Done/ 8-Jul-2016	
7/12/2016	HR/AFChew	Email, Biometrics, Intranet, ID for Bianca	Done/ 12-Jul-2016	
7/12/2016	ENG/FMPalomique	Company ID	Done/ 12-Jul-2016	
7/13/2016	ENG/ABQuizzagan	Company ID	Done/ 13-Jul-2016	
7/14/2016	DC/JKPagorogon	Access to Docucenter Printer	Done/ 14-Jul-2016	
7/14/2016	HR/MCCastanares	Company ID	Done/ 14-Jul-2016	
7/15/2016	ICG/RALorica	Company ID	Done/ 15-Jul-2016	
7/18/2016	MAN/JCBeringuela	Company ID	Done/ 18-Jul-2016	
7/19/2016	HR/AFChew	Company ID	Done/ 19-Jul-2016	
7/19/2016	HR/MMacadangdang	Desktop keeps restarting	Done/ 19-Jul-2016	For replacement
7/20/2016	ICG/EJNunez	Calling Card	Done/ 20-Jul-2016	
7/21/2016	HR/MMacadangdang	Email, Biometrics, Intranet, ID for Raul Maglalang	Done/ 21-Jul-2016	
7/21/2016	HR/MMacadangdang	Setup Projector at Boardroom	Done/ 21-Jul-2016	
7/21/2016	HR/MMacadangdang	Email, Biometrics, Intranet, ID for Millie Ann	Done/ 21-Jul-2016	

Prepared by:

Mark Carpio  
IT Personnel

Noted by:

Brian Jose R. Fuertes  
IT Manager

ITD - F - 03 Rev. 02 / 10-14-2015 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
Name: JOHN M. ORTIZ	Date: 7/8/16
<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	
Details	
Action Taken	
Resolved <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <input type="checkbox"/> Performed By / Date: <u>NATHAN - JUL 8 2016</u>	
Signature: <u>[Signature]</u> Department Manager/Supervisor	

ITD - F - 03 Rev. 02 / 10-14-2015 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
Name: RANGUS M. PALOMIQUE	Date: 07/12/2016
<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	
Details	
Action Taken	
Resolved <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <input type="checkbox"/> Performed By / Date: <u>NATHAN - JUL 12 2016</u>	
Signature: <u>[Signature]</u> Employee's Signature	
Department Manager/Supervisor	

ITD - F - 03 Rev. 02 / 10-14-2015 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
Name: Gary Ann - Castaneda	Date: July 14, 2016
<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	
Details	
Action Taken	
Resolved <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <input type="checkbox"/> Performed By / Date: <u>[Signature]</u>	
Signature: <u>[Signature]</u> Employee's Signature	
Department Manager/Supervisor	

PKII ITD - F - 03 Rev. 02 / 10-14-2015 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
Name: Marko Macedangdang	Date: 7 July 2016
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input 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 checked="" type="checkbox"/> Others (Specify): <u>TRANSFER OF EQUIPMENT</u>
Details	
Action Taken	
Resolved <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <input type="checkbox"/> Performed By / Date: <u>MNC - 7-7-16</u>	
Signature: <u>[Signature]</u> Employee's Signature	
Department Manager/Supervisor	

PKII ITD - F - 03 Rev. 02 / 10-14-2015 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
Name: Antoinette F. Chen	Date: July 12, 2016
<input checked="" type="checkbox"/> E-Mail <input checked="" type="checkbox"/> ID <input type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):
Details	
Action Taken	
Resolved <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <input type="checkbox"/> Performed By / Date: <u>NATHAN / JUL 12 2016</u>	
Signature: <u>[Signature]</u> Employee's Signature	
Department Manager/Supervisor	

PKII ITD - F - 03 Rev. 02 / 10-14-2015 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
Name: JESSIE PAGOROGON	Date: JULY 14, 2016
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input 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 checked="" type="checkbox"/> Others (Specify):
Details	
Action Taken	
Resolved <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <input type="checkbox"/> Performed By / Date: <u>[Signature]</u>	
Signature: <u>[Signature]</u> Employee's Signature	
Department Manager/Supervisor	

PKII ITD - F - 03 Rev. 02 / 10-14-2015 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
Name: MONETE KOJIMA	Date: JULY 5, 2016
<input checked="" 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	
Action Taken	
Resolved <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <input type="checkbox"/> Performed By / Date: <u>NATHAN - JUL 5 - 2016</u>	
Signature: <u>[Signature]</u> Employee's Signature	
Department Manager/Supervisor	

PKII ITD - F - 03 Rev. 02 / 10-14-2015 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
Name: REX CARTERA	Date: 7/08/16
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input 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 checked="" type="checkbox"/> Others (Specify):
Details	
Action Taken	
Resolved <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <input type="checkbox"/> Performed By / Date: <u>MNC - JUL 8 16</u>	
Signature: <u>[Signature]</u> Employee's Signature	
Department Manager/Supervisor	

PKII ITD - F - 03 Rev. 02 / 10-14-2015 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
Name: QUIZZAGAN, AILEEN B.	Date: 13 JULY 2016
<input type="checkbox"/> E-Mail <input checked="" type="checkbox"/> ID <input 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	
Action Taken	
Resolved <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <input type="checkbox"/> Performed By / Date: <u>[Signature]</u>	
Signature: <u>[Signature]</u> Employee's Signature	
Department Manager/Supervisor	

Name: F. Chen Date: July 19, 2016

☐ Software Installation  
☐ Transfer of Work Station  
☐ Access to Printer  
☐ Others (Specify):

Details: updated business address (Richard Valid)

Action Taken:  
☒ Resolved  
☐ Pending  
☐ Recommendation/Others:  
Performed By / Date: NATHAN - 7-19-2016

ASAP as per RDP's instruction

Signature: Richard D. Pescador Department Manager/Supervisor

Name: Marko Macadangdang Date: 21 July 2016

☐ Software Installation  
☐ Transfer of Work Station  
☒ Access to Printer  
☐ Others (Specify):

Details: Paul M. Magkalang Consultant #: 0626

Action Taken:  
☒ Resolved  
☐ Pending  
☐ Recommendation/Others:  
Performed By / Date: NATHAN - 7-21-2016

Signature: RICHARD D. PESCADOR Department Manager/Supervisor

Name: JOSE ADONIS C. BERINGUELA Date: 07-18-2016

☐ E-Mail  
☒ ID  
☐ Calling Card  
☐ Server/File Access  
☐ Software Installation  
☐ Transfer of Work Station  
☐ Access to Printer  
☐ Others (Specify):

Details: ID with updated business address

Action Taken:  
☒ Resolved  
☐ Pending  
☐ Recommendation/Others:  
Performed By / Date: NATHAN - 7-18-2016

Signature: RICHARD D. PESCADOR Department Manager/Supervisor

Name: ELIZA KARLA J. NUÑEZ Date: 20 JULY 2016

☐ E-Mail  
☐ ID  
☒ Calling Card  
☐ Server/File Access  
☐ Software Installation  
☐ Transfer of Work Station  
☐ Access to Printer  
☐ Others (Specify):

Details: 20 PIECES EACH

Action Taken:  
☒ Resolved  
☐ Pending  
☐ Recommendation/Others:  
Performed By / Date: NATHAN / 7-20-2016

Signature: RICHARD D. PESCADOR Department Manager/Supervisor

Name: Marko Macadangdang Date: 27 July 2016

☒ E-Mail  
☐ ID  
☐ Calling Card  
☒ Server/File Access  
☐ Software Installation  
☐ Transfer of Work Station  
☒ Access to Printer  
☒ Others (Specify): set up work station

Details: Employee: Millie Ann Vale Employee number: 619

Action Taken:  
☒ Resolved  
☐ Pending  
☐ Recommendation/Others:  
Performed By / Date: NATHAN - 7-27-2016

Signature: 27 July 2016

Name: PEYMANE LEMSA Date: JULY 18, 2016

☐ E-Mail  
☒ ID  
☐ Calling Card  
☐ Server/File Access  
☐ Software Installation  
☐ Transfer of Work Station  
☐ Access to Printer  
☐ Others (Specify):

Details: REPRINTING ZNA'S ID JOYCEL HERNANDEZ PEYMANE LEMSA

Action Taken:  
☒ Resolved  
☐ Pending  
☐ Recommendation/Others:  
Performed By / Date: NATHAN 07/18/2016

Signature: RICHARD D. PESCADOR Department Manager/Supervisor

Name: Marko Macadangdang Date: 19 July 16

☐ E-Mail  
☐ ID  
☐ Calling Card  
☐ Server/File Access  
☐ Software Installation  
☐ Transfer of Work Station  
☐ Access to Printer  
☒ Others (Specify): Computer

Details: My desktop keeps on restarting.

Action Taken:  
☐ Resolved  
☐ Pending  
☒ Recommendation/Others:  
Performed By / Date: NATHAN / 7-19-16

Signature: RICHARD D. PESCADOR Department Manager/Supervisor

Name: Marko Macadangdang Date: 21 July 2016

☐ E-Mail  
☐ ID  
☐ Calling Card  
☐ Server/File Access  
☐ Software Installation  
☐ Transfer of Work Station  
☐ Access to Printer  
☒ Others (Specify): projector setup

Details: Set-up of Projector at PKII Boardroom at 8:45 am. Thank you

Action Taken:  
☒ Resolved  
☐ Pending  
☐ Recommendation/Others:  
Performed By / Date: NATHAN - 7-21-2016

Signature: RICHARD D. PESCADOR