
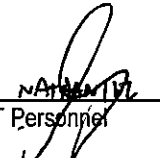
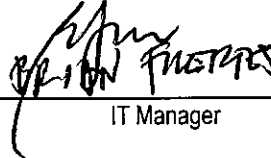


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|  | ITD - F - 01 | PHILKOEI INTERNATIONAL, INC. |
| | Rev. 00 / 08-16-2014 Page 1 | IT SERVICE LOGSHEET |

| DATE | DEPARTMENT/ PROJECT | DETAILS OF IT ACTIVITY | STATUS | REMARKS |
|-----------|------------------------|--|--------|---|
| 9/2/2015 | HR/AFChew | Email, Intranet, Biometrics, ID, Docucentre for Catherine Rose A. Saguid | Done | |
| 9/4/2015 | ICG/AMKojima | ID & Calling Card for Jesusa Mallare | Done | |
| 9/7/2015 | FIN/ACBellen | Desktop Transfer | Done | |
| 9/10/2015 | HR/RDP | Scan for Virus (USB) | Done | |
| 9/14/2015 | FIN/AEFlores | Signature soft copy for QIP | Done | |
| 9/17/2015 | DC/ACQuejado | Messenger software that can also send/share files for group (LAN) | Done | for CAD Ops |
| 9/18/2015 | FIN/CJCartera | Transfer of Desktop from Eng. To Fin | Done | SJAiling workstation has been transferred as well |
| 9/18/2015 | DC/MBAquino | AutoCAD Installation for Millard and Philip | Done | 2015 (trial) |
| 9/22/2015 | DC/MBAquino | AutoCAD Installation for Kaye | Done | 2015 Ver. (trial) |
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| Prepared by:  <u>MARK NATHANIEL M. CARPIO</u> IT Personnel | Noted by:  <u>BRIAN FUENTES</u> IT Manager |
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