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01/03/2017 Eng./DFVivar Review Report Tunnel Final 12_29" 03-Jan-2017  01/03/2017 MRT 7 - Architectural Senior Architect Ramon M. Santelices 03-Jan-2017  01/05/2017 Eng./JVSacayan Software Installation (Sketch Up Renderer) Done/ 05-Jan-2017  01/10/2017 ICG/GBTabeta Calling Card for HR Officer (ICG) Geph Tabeta 10-Jan-2017  01/18/2017 ICG/JBMartin Calling Card for Ms. Rachel V. Ramos Done/ 18-Jan-2017  01/18/2017 Finance/KBCruz Temporary  D Done/ 18-Jan-2017  01/23/2017 ICG/JBMartin Calling Card (50 pcs.) Done/ 23-Jan-2017  01/24/2017 HR/MMacadangdang File Access to HR using RGC's Computer for the Editing of CV Access to Printer and Biometrics Registration for Maria Miracle P. Litimco Done/ 30-Jan-2017 Biometrics	DATE		DETAILS OF IT ACTIVITY	STATUS	REMARKS
Senior Architect Ramon M. Santelices  03-Jan-2017  Eng./JVSacayan  Software Installation (Sketch Up Renderer)  O1/10/2017  ICG/GBTabeta  Calling Card for HR Officer (ICG) Geph Tabeta  O1/18/2017  ICG/JBMartin  Calling Card for Ms. Rachel V. Ramos  Done/ 18-Jan-2017  O1/18/2017  Finance/KBCruz  Temporary ID  O1/23/2017  ICG/JBMartin  Calling Card (50 pcs.)  O1/24/2017  HR/MMacadangdang  File Access to HR using RGC's Computer for the Editing of CV  HR/MMacadangdang  Access to Printer and Biometrics Registration for Maria Miracle P. Litimco  O1/30-Jan-2017  Activate Mail and Biometrics  Bone/ 24-Jan-2017	01/03/2017	Eng./DFVivar			
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01/18/2017   ICG/JBMartin   Calling Card for Ms. Rachel V. Ramos   18-Jan-2017    01/18/2017   Finance/KBCruz   Temporary  D   Done/ 18-Jan-2017    01/23/2017   ICG/JBMartin   Calling Card (50 pcs.)   Done/ 23-Jan-2017    01/24/2017   HR/MMacadangdang   File Access to HR using RGC's Computer for the Editing of CV   24-Jan-2017    01/30/2017   HR/MMacadangdang   Access to Printer and Biometrics Registration for Maria Miracle P. Litimco   Done/ 30-Jan-2017    Biometrics   Biometrics	01/10/2017	ICG/GBTabeta			
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01/23/2017 ICG/JBMartin Calling Card (50 pcs.)  01/24/2017 HR/MMacadangdang File Access to HR using RGC's Computer for the Editing of CV  01/30/2017 HR/MMacadangdang Access to Printer and Biometrics Registration for Maria Miracle P. Litimco  01/30/2017 Biometrics	01/18/2017	Finance/KBCruz	Temporary  D		
01/24/2017 HR/MMacadangdang the Editing of CV  01/30/2017 HR/MMacadangdang Access to Printer and Biometrics Registration for Maria Miracle P. Litimco  Activate Mail and Biometrics  Biometrics	01/23/2017	ICG/JBMartin	Calling Card (50 pcs.)		
01/30/2017 HR/MMacadangdang for Maria Miracle P. Litimco 30-Jan-2017 Biometrics	01/24/2017	HR/MMacadangdang			
	01/30/2017	HR/MMacadangdang		)	
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Prepared by:

Ma/k Carpio 11 Personnel Noted by:

Brian Jose R. Fuertes

IT Manager

ITD - F - β <sup></sup>	PHILKO ERNATIONAL, INC.
Rev. 04u6-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Daniel Lawrence F- Vivar	DATE: 01/03/17
DEPARTMENT: Engineering	
Access to Printer	☑ Network/Server/File Access
☐ Calling Card	☐ E-Mail / (for HR Manager's Approval)
☐ Biometrics Registration	Repair (Attach ITD-F-06)
Software Installation	File Download/Uploading
☐ Transfer of Work Station	☐ Others (Specify):
Details / Remarks	
	Request Monitoring Received by: INSTITUTE
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File name: Peer Review Report Turne	Action Taken
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	Requestee's Confirmation/Acknowledgeme
	Date 01/03//7
6/1	Signature Mc
Daniel Laurence F. Viva	2 Jay
Employee's Signature	Department/Manager/Superv
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DKII PROV. 04 / 42 05 2045	PHILKOEI INTERNATIONAL, INC.

TD-F-03	PHILKOEI INTERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: JETTPES YKANON	DATE: 01-05-17
DEPARTMENT: PESIGN	
☐ Access to Printer ☐ Calling Card ☐ Biometrics Registration ☐ Software Installation ☐ Transfer of Work Station	☐ Network/Server/File Access ☐ E-Mail / (for HR Manager's Approval) ☐ Repair (Attach ITD-F-06) ☐ File Download/Uploading ☐ Others (Specify):
Details / Remarks	Request Monitoring
SKBTCH UP RENDBRETZ	Received by:  Date Received:  -05-70(1)  Action Taken  Accomplished  Pending  Recommendation/Others:  Requestee's Confirmation/Acknowledgeme
the federan	Signature 1 CEONIDOS TANID
Employee's Signature	Department Manager/Supervi

PKII PKII PKII PKII PKII PKII PKII PKII	PHILKOEI INTERNATIONAL, INC.
Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: KAY NUNEZ	DATE: 09 JANUARY 2017
DEPARTMENT: MRT-	
Access to Printer	☐ Network/Server/File Access
Calling Card	☐ E-Mail / (for HR Manager's Approval)
Biometrics Registration	Repair (Attach ITD-F-06)
Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	☐ Others (Specify):
Details / Remarks	Request Monitoring
SP COL	Received by: NATHAW
	Date Received: / - 09-17
FOR VANESSA SAMONTE	Action Taken
6 4	Pending Pending
* SP TOL TRIAL VERSION ALREADY	☐ Recommendation/Others:
EXPIREP	Requestee's Confirmation/Acknowledgement
	Date
	Signature
- Wirning	Jas Minn
Employee's Signature	Department Manager/Supervisor

PKII Rev. 04 / 12-06-2016	PHILKOEI INTERNATIONAL, INC.
Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: GEPH TABETA	DATE: 01/10/2017
DEPARTMENT: ICG	
<ul> <li>☐ Access to Printer</li> <li>☐ Calling Card</li> <li>☐ Biometrics Registration</li> <li>☐ Software Installation</li> <li>☐ Transfer of Work Station</li> </ul>	☐ Network/Server/File Access ☐ E-Mail / (for HR Manager's Approval) ☐ Repair (Attach ITD-F-06) ☐ File Download/Uploading ☐ Others (Specify): COMPLNY IDENTIFICATION CAPO
Details / Remarks	Request Monitoring
GEPH TABETA	Received by: MATO I
HR OFFICER	Action Taken  Accomplished
INTERNATIONAL CONSULTING GROUP	☐ Pending ☐ Recommendation/Others:
+63 917 836 11 76	Requestee's Confirmation/Acknowledgement Date : 이 이 はりまりす Signature (好物は
Ostalieta	Zu/h

ITD - F - 03	DUB KOELINTEDNATIONAL INC	
PKII Rev. 04 / 12-06-2016	PHILKOEI INTERNATIONAL, INC.	
Page 1 of 1	TECHNICAL SUPPORT FORM	
NAME: fatherine P. Crusy	DATE: Jan. 18, 2017	
DEPARTMENT: France		
Access to Printer	☐ Network/Server/File Access	
Calling Card	☐ E-Mail / (for HR Manager's Approval)	
☐ Biometrics Registration ☐ Software Installation	Repair (Attach ITD-F-06)	
☐ Transfer of Work Station	File Download/Uploading  Others (Specify): Company ID (Printing)	
Details / Remarks	Request Monitoring	
T	Received by: MADIATIAD  Date Received: 12 - 120 - 500	
Jamporary ID	Action Taken	
	Accomplished	
	☐ Pending	
İ	☐ Recommendation/Others:	
	Requestee's Confirmation/Acknowledgement	
	Date 87 AN - 2017	
//	Signature \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
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Employee's Signature		
zinproyee a all interest	Department Manager/Supervisor (	
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<b>→</b> .		
ITD-F-03	PHILKOEI INTERNATIONAL, INC.	
PKII ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	
PKII Rev. 04 / 12-06-2016		
Rev. 04 / 12-06-2016 Page 1 of 1  NAME: Algela Method DEPARTMENT: HIPPON KOCI	TECHNICAL SUPPORT FORM	
Rev. 04 / 12-06-2016 Page 1 of 1  NAME: August Markin  DEPARTMENT: August Moch	TECHNICAL SUPPORT FORM  DATE: 1-18-201  □ Network/Server/File Access	
Rev. 04 / 12-06-2016 Page 1 of 1  NAME: August Merkin  DEPARTMENT: August Merkin  L Access to Printer  Calling Card	TECHNICAL SUPPORT FORM  DATE: 1-18-201□  Network/Server/File Access □ E-Mail / (for HR Manager's Approval)	
Rev. 04 / 12-06-2016 Page 1 of 1  NAME: MIPPON MODI  Access to Printer  Calling Card  Biometrics Registration	DATE: 1-18-201□  Network/Server/File Access □ E-Mail / (for HR Manager's Approval) □ Repair (Attach ITD-F-06)	
Rev. 04 / 12-06-2016 Page 1 of 1  NAME: Angele Metho  DEPARTMENT: MIPPON MOO  Access to Printer  Calling Card Biometrics Registration  Software Installation	TECHNICAL SUPPORT FORM  DATE: 1-18-201□  Network/Server/File Access □ E-Mail / (for HR Manager's Approval) □ Repair (Attach ITD-F-06) □ File Download/Uploading	
Rev. 04 / 12-06-2016 Page 1 of 1  NAME: Algebra Metho  DEPARTMENT: Algebra Metho  Access to Printer  Calling Card Biometrics Registration Software Installation Transfer of Work Station	TECHNICAL SUPPORT FORM  DATE: 1-18-2013  Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify):	
Rev. 04 / 12-06-2016 Page 1 of 1  NAME: Angele Metho  DEPARTMENT: MIPPON MOO  Access to Printer  Calling Card Biometrics Registration  Software Installation	TECHNICAL SUPPORT FORM  DATE: 1-18-20□  Network/Server/File Access □ E-Mail / (for HR Manager's Approval) □ Repair (Attach ITD-F-06) □ File Download/Uploading □ Others (Specify):  Request Monitoring	
Rev. 04 / 12-06-2016 Page 1 of 1  NAME: Alger Metho  DEPARTMENT: MIPPON KOCI  Access to Printer  Calling Card Biometrics Registration Software Installation Transfer of Work Station  Details / Remarks	TECHNICAL SUPPORT FORM  DATE: 1-18-201□  Network/Server/File Access □ E-Mail / (for HR Manager's Approval) □ Repair (Attach ITD-F-06) □ File Download/Uploading □ Others (Specify):  Request Monitoring Received by: MODEN DW	
Rev. 04 / 12-06-2016 Page 1 of 1  NAME: Alger Metho  DEPARTMENT: MIPPON KOCI  Access to Printer  Calling Card Biometrics Registration Software Installation Transfer of Work Station  Details / Remarks	TECHNICAL SUPPORT FORM  DATE: 1-18-201  Network/Server/File Access □ E-Mail / (for HR Manager's Approval) □ Repair (Attach ITD-F-06) □ File Download/Uploading □ Others (Specify):  Request Monitoring Received by: MODULN TWO  Date Received: 18-180-2017	
Rev. 04 / 12-06-2016 Page 1 of 1  NAME: Alger Metho  DEPARTMENT: MIPPON KOCI  Access to Printer  Calling Card Biometrics Registration Software Installation Transfer of Work Station  Details / Remarks	TECHNICAL SUPPORT FORM  DATE: 1-18-201□  Network/Server/File Access □ E-Mail / (for HR Manager's Approval) □ Repair (Attach ITD-F-06) □ File Download/Uploading □ Others (Specify):  Request Monitoring Received by: MODEN TWO Date Received: 18-100-2017 Action Taken	
Rev. 04 / 12-06-2016 Page 1 of 1  NAME: Alger Metho  DEPARTMENT: MIPPON KOCI  Access to Printer  Calling Card Biometrics Registration Software Installation Transfer of Work Station  Details / Remarks	TECHNICAL SUPPORT FORM  DATE: 1-18-2013  Network/Server/File Access □ E-Mail / (for HR Manager's Approval) □ Repair (Attach ITD-F-06) □ File Download/Uploading □ Others (Specify):  Request Monitoring Received by: MODULY MODUL	
Rev. 04 / 12-06-2016 Page 1 of 1  NAME: Alger Metho  DEPARTMENT: MIPPON KOCI  Access to Printer  Calling Card Biometrics Registration Software Installation Transfer of Work Station  Details / Remarks	TECHNICAL SUPPORT FORM  DATE: 1-18-2013  Network/Server/File Access □ E-Mail / (for HR Manager's Approval) □ Repair (Attach ITD-F-06) □ File Download/Uploading □ Others (Specify):  Request Monitoring Received by: MODULN MODUL	
Rev. 04 / 12-06-2016 Page 1 of 1  NAME: Algebra Metho  DEPARTMENT: Algebra Metho  Access to Printer  Calling Card Biometrics Registration Software Installation Transfer of Work Station	TECHNICAL SUPPORT FORM  DATE: 1-18-2013  Network/Server/File Access □ E-Mail / (for HR Manager's Approval) □ Repair (Attach ITD-F-06) □ File Download/Uploading □ Others (Specify):  Request Monitoring Received by: MODEN FOR Action Taken □ Accomplished □ Pending □ Recommendation/Others:  Requestee's Confirmation/Acknowledgement	
Rev. 04 / 12-06-2016 Page 1 of 1  NAME: Alger Metho  DEPARTMENT: MIPPON KOCI  Access to Printer  Calling Card Biometrics Registration Software Installation Transfer of Work Station  Details / Remarks	TECHNICAL SUPPORT FORM  DATE: 1-18-201  Network/Server/File Access □ E-Mail / (for HR Manager's Approval) □ Repair (Attach ITD-F-06) □ File Download/Uploading □ Others (Specify):  Request Monitoring Received by: MODEN TWO  Date Received:   8 -   100 - 201 7  Action Taken □ Accomplished □ Pending □ Recommendation/Others:	
Rev. 04 / 12-06-2016 Page 1 of 1  NAME: Alger Metho  DEPARTMENT: MIPPON KOCI  Access to Printer  Calling Card Biometrics Registration Software Installation Transfer of Work Station  Details / Remarks	DATE: 1-18-2013     Network/Server/File Access   E-Mail / (for HR Manager's Approval)   Repair (Attach ITD-F-06)   File Download/Uploading   Others (Specify):   Request Monitoring     Received by:   MODEN	

Employee's Signature

Department Manager/Supervisor

ITD - F - 03	PHILKOEI RNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: JENNILYN MONSON	DATE: 19 JANUARY 2017
DEPARTMENT: ENGINEERING	
✓ Access to Printer	☐ Network/Server/File Access
☐ Calling Card	☐ E-Mail / (for HR Manager's Approval)
☐ Biometrics Registration	Repair (Attach ITD-F-06)
☐ Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	☐ Others (Specify):
Details / Remarks	Request Monitoring
	Received by: MATHAM
	Date Received: 1 - 19 - 2017
DOCU CHATRE	Action Taken
/	☐ Accomplished
•	Pending
	☐ Recommendation/Others:
	Requestee's Confirmation/Acknowledgement
	Date JAN 19.2017 /
	Signature treat
	IZF TEMPO ("Liay to 17
Employee's \$ignature	Department Manager/Supervisor
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IID-F	PHILK( ERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Angela Marth	DATE: 1-28-2017
DEPARTMENT: NK	
Access to Printer	☐ Network/Server/File Access
Calling Card	☐ E-Mail / (for HR Manager's Approval)
☐ Biometrics Registration	Repair (Attach ITD-F-06)
☐ Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	Others (Specify):
Details / Remarks	Request Monitoring
	Received by: Northwr
	Date Received: 1/13/1017
<b>5</b> 200	Action Taken
2000	
<b>,</b>	Pending
	Recommendation/Others:
	Requestee's Confirmation/Acknowledgement
	Date 1-29-2017
	Signature

Employee's Signature

Department Manager/Supervisor

PKI ITD - F - Rev. 04 / 12-06-2016 Page 1 of 1	PHILKE ERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: Marks Mucadangaing DEPARTMENT: HR	DATE: 24 January 2017
□ Access to Printer     □ Calling Card     □ Biometrics Registration     □ Software Installation     □ Transfer of Work Station	☐ Network/Server/File Access ☐ E-Mail / (for HR Manager's Approval) ☐ Repair (Attach ITD-F-06) ☐ File Download/Uploading ☐ Others (Specify):
Details / Remarks	Request Monitoring
File Access to the using RGC's compresser for theedity of	Received by:
Employee's Signature	Department Manager/Supervisor

IID-F	PHILK( ERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: MARKO Macadangdang DEPARTMENT: HR	DATE: 30. [anuary 2017
Access to Printer	D N. 10 miles
	☐ Network/Server/File Access
Calling Card	E-Mail / (for HR Manager's Approval)
Biometrics Registration (Le activat)	Repair (Attach ITD-F-06)
Software Installation	File Download/Uploading
☐ Transfer of Work Station	☐ Others (Specify):
Details / Remarks	Request Monitoring
imployee's name: Makia Miracle Litimco	Received by: KATHAN
Employee number: QSI	Date Received: JAN 30 2017
1. She cannot remember her passworld on	Action Taken ACTIVATE MAIL & BIOMETRICS
Thundenbird	Accomplished
· •	Pending
a. Poenlock	Recommendation/Others:
	I
	Requestee's Confirmation/Acknowledgement
	Date 30 January 2017
	Signature (Mm)
(Noson)	* Churches
	Mory Ann C. Castalianus
Employee's Signature	Department Manager/Supervisor