
	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
5/3/2016	FIN/ACBellen	Transfer of BIR Program from old to new computer	Done/ 3-May-2016	
5/3/2016	HR/AFChew	Enrollment to Biometrics	Done/ 3-May-2016	
5/10/2016	FIN/ACBellen	Transfer of SSS Program from old to new computer	Done/ 10-May-2016	
5/11/2016	HR/AFChew	Assistance on running BIR module	Done/ 11-May-2016	
5/12/2016	ICG/EJNunez	Telephone at workstation	Done/ 12-May-2016	
5/12/2016	ICG/EJNunez	Calling Card	Done/ 12-May-2016	
5/16/2016	HR/AFChew	ID for Jennard	Done/ 16-May-2016	
5/17/2016	HR/AMKojima	Email creation, Calling Card	Done/ 17-May-2016	
5/19/2016	HR/JPVillamin	Transfer of PC	Done/ 19-May-2016	
5/31/2016	HR/AFChew	Email client app won't open, assistance with BIR module	Done/ 31-May-2016	

Prepared by:


 Mark Carpio
 IT Personnel

Noted by:


 Brian Jose R. Fuertes
 IT Manager

PKII	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
	Rev. 02 / 10-14-20	TECHNICAL SUPPORT FORM
	Page 1 of 1	

Name: <u>REN C. BELON</u>		Date: <u>MAY 03, 2016</u>
<input type="checkbox"/> E-Mail	<input type="checkbox"/> Software Installation	
<input type="checkbox"/> ID	<input type="checkbox"/> Transfer of Work Station	
<input type="checkbox"/> Calling Card	<input type="checkbox"/> Access to Printer	
<input type="checkbox"/> Server/File Access	<input checked="" type="checkbox"/> Others (Specify):	

Details	Action Taken
TRANSFER OF BIR RELIEF PROGRAM FROM OLD COMPUTER TO NEW COMPUTER	<input checked="" type="checkbox"/> Resolved
	<input type="checkbox"/> Pending
	<input type="checkbox"/> Recommendation/Others:
	<u>NATHAN - 05-03-2016</u>
	Performed By / Date:

REN C. BELON
 Employee's Signature

NATHAN A. ROSALES
 Department Manager/Supervisor

PKII	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
	Rev. 02 / 10-14-20	TECHNICAL SUPPORT FORM
	Page 1 of 1	

Name: <u>REN C. BELON</u>		Date: <u>10 MAY 2016</u>
<input type="checkbox"/> E-Mail	<input type="checkbox"/> Software Installation	
<input type="checkbox"/> ID	<input type="checkbox"/> Transfer of Work Station	
<input type="checkbox"/> Calling Card	<input type="checkbox"/> Access to Printer	
<input type="checkbox"/> Server/File Access	<input checked="" type="checkbox"/> Others (Specify):	

Details	Action Taken
TRANSFER OF SSS CONTRIBUTION PROGRAM FROM OLD COMPUTER TO NEW COMPUTER	<input checked="" type="checkbox"/> Resolved
	<input type="checkbox"/> Pending
	<input type="checkbox"/> Recommendation/Others:
	<u>NATHAN - 05-10-2016</u>
	Performed By / Date:

REN C. BELON
 Employee's Signature

NATHAN A. ROSALES
 Department Manager/Supervisor

PKII	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
	Rev. 02 / 10-14-2015	TECHNICAL SUPPORT FORM
	Page 1 of 1	

Name: <u>ELIZA KARLA J. NUÑEZ</u>		Date: <u>12 MAY 2016</u>
<input type="checkbox"/> E-Mail	<input type="checkbox"/> Software Installation	
<input type="checkbox"/> ID	<input type="checkbox"/> Transfer of Work Station	
<input type="checkbox"/> Calling Card	<input type="checkbox"/> Access to Printer	
<input type="checkbox"/> Server/File Access	<input checked="" type="checkbox"/> Others (Specify): <u>TELEPHONE</u>	

Details	Action Taken
TELEPHONE AT WORK STATION	<input checked="" type="checkbox"/> Resolved
	<input type="checkbox"/> Pending
	<input type="checkbox"/> Recommendation/Others:
	<u>NATHAN - 05-12-2016</u>
	Performed By / Date:

PKII	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
	Rev. 02 / 10-14-20	TECHNICAL SUPPORT FORM
	Page 1 of 1	

Name: <u>Antoinette F. Chew</u>		Date: <u>MAY 31, 2016</u>
<input type="checkbox"/> E-Mail	<input type="checkbox"/> Software Installation	
<input type="checkbox"/> ID	<input type="checkbox"/> Transfer of Work Station	
<input type="checkbox"/> Calling Card	<input type="checkbox"/> Access to Printer	
<input type="checkbox"/> Server/File Access	<input checked="" type="checkbox"/> Others (Specify):	

Details	Action Taken
Cannot open Thunder Bird, Assistance with BIR USE data entry module	<input checked="" type="checkbox"/> Resolved
	<input type="checkbox"/> Pending
	<input type="checkbox"/> Recommendation/Others:
	<u>NATHAN - 05-31-2016</u>
	Performed By / Date:

Antoinette F. Chew
 Employee's Signature

RICHARD D. PESCADOR
 Department Manager/Supervisor

PKII	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
	Rev. 02 / 10-14-20	TECHNICAL SUPPORT FORM
	Page 1 of 1	

Name: <u>Antoinette F. Chew</u>		Date: <u>MAY 31, 2016</u>
<input type="checkbox"/> E-Mail	<input type="checkbox"/> Software Installation	
<input type="checkbox"/> ID	<input type="checkbox"/> Transfer of Work Station	
<input type="checkbox"/> Calling Card	<input type="checkbox"/> Access to Printer	
<input type="checkbox"/> Server/File Access	<input checked="" type="checkbox"/> Others (Specify): <u>BIOMETRICS</u>	

Details	Action Taken
Enrollment to biometrics:	<input checked="" type="checkbox"/> Resolved
1. Tess Dunga - 311	<input type="checkbox"/> Pending
2. Jernard Libon - 657	<input type="checkbox"/> Recommendation/Others:
	<u>NATHAN - 05-03-2016</u>
	Performed By / Date:

Antoinette F. Chew
 Employee's Signature

NATHAN A. ROSALES
 Department Manager/Supervisor

PKII	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
	Rev. 02 / 10-07-2015	TECHNICAL SUPPORT FORM
	Page 1 of 1	

Name: <u>Antoinette F. Chew</u>		Date: <u>MAY 11, 2016</u>
<input type="checkbox"/> E-Mail	<input type="checkbox"/> Software Installation	
<input type="checkbox"/> ID	<input type="checkbox"/> Transfer of Work Station	
<input type="checkbox"/> Calling Card	<input type="checkbox"/> Access to Printer	
<input type="checkbox"/> Server/File Access	<input checked="" type="checkbox"/> Others (Specify):	

Details	Action Taken
Assistance in running BIR's module (for 2305 filing)	<input checked="" type="checkbox"/> Resolved
	<input type="checkbox"/> Pending
	<input type="checkbox"/> Recommendation/Others:
	<u>NATHAN - 05-11-2016</u>
	Performed By / Date:

Antoinette F. Chew
 Employee's Signature

NATHAN A. ROSALES
 Department Manager/Supervisor

PKII ITD - 03 Rev. 02 / 10-14-2015 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	

Name <u>Arnette F. Chen</u>		Date: <u>May 16, 2016</u>
<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	
ID for Tennard Libo-on so he can claim his ATM (payroll) (laminated ID)	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NMIAW - 5-16-2016</u> Performed By / Date:

Employee's Signature: [Signature]
 Department Manager/Supervisor: [Signature]

PKII ITD - 03 Rev. 02 / 10-14-2015 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	

Name <u>JAMIE P. VILLAMIN</u>		Date: <u>May 19, 2016</u>
<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 checked="" type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Details	
TRANSFER OF WORKSTATION	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NMIAW / 05-19-16</u> Performed By / Date:

Employee's Signature: [Signature]
 Department Manager/Supervisor: [Signature]

PKII ITD - 03 Rev. 02 / 10-14-2015 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	

Name <u>ELIZA KARLA J. NUÑEZ</u>		Date: <u>12 MAY 2016</u>
<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	
BIRTH DATE: MAY 14, 1991 BLOOD TYPE: A+ PHILHEALTH NO: 01-05204 02417 TIN: 469 737 918 SSN: 34516 857 67	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NMIAW - 5-12-2016</u> Performed By / Date:

Employee's Signature: [Signature]
 Department Manager/Supervisor: [Signature]

PKII ITD - 03 Rev. 02 / 10-14-2015 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	

Name <u>MONETTE KOTIMA</u>		Date: <u>MAY 17, 2016</u>
<input checked="" 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 type="checkbox"/> Others (Specify):	

Details	
SET UP EMAIL OF MR. OKLANDO V. RIMALIWAT SO pos. CALLING CARD	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NMIAW - 05-17-2016</u> Performed By / Date:

Employee's Signature: [Signature]
 Department Manager/Supervisor: [Signature]