

PHILKOEI INTERNATIONAL, INC. 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	
				
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Prepared by:

Mark/Carpio IT F/ersonnel Noted by:

्ष्रिrian Jose R. Fuertes

IT Manager

Name Con C Control Date: Name Con C Control Date: Name Con C Control Date: Name Con Control Date: Name Control Date: N	PKIL Rev. 02 10-14-20 TECHNICAL SUPPORT FORM Name Anjonetic F. Chew Date: May 31,
☐ E-Mail ☐ Software Installation	Name Advalle F (Apr.) Date: May 3/.:
☐ ID ☐ Transfer of Work Station	E-Mail Software Installation Transfer of Work Station
☐ Calling Card ☐ Access to Printer ☐ Server/File Access ☐ Others (Specify):	☐ Calling Card ☐ Access to Printer
Details	Server/File Access Others (Specify):
THANGEST OF BYEL DECEMP PROGRAM PROM OLD Action Taken	Details Action Taken
CANDUTED TO HELD CENTRATED TO Resolved Pending Recommendation/Others: NATION 03-03-2010 Performed By / Date:	Cannot open Thunder Bird, Action Taken
Thus.	
Mar & Barrey A Product	RICHARD D. PESC
Employee's Signature Department Manager/Supervisor	Employee's Signature Department Manager/S
	ITD - 03 PHILKOEI INTERNATIONAL.
PHILKOEI INTERNATY L, INC.	D. Rev 0 10-14-20
PKII 02 / 10-14-20 TECHNICAL PPORT FORM	Page 1 of 1 TECHNICAL SUPPORT FORM
Page 1 of 1	Name Antonette F. Chow Date: May 3, 2
Name Nov (Biswon) Date: 10 Max 2016	E-Mail Software Installation
E-Mail Software Installation	☐ ID ☐ Transfer of Work Station
☐ ID ☐ Transfer of Work Station	Calling Card Access to Printer
☐ Calling Card ☐ Access to Printer	Server/File Access Others (Specify): 3/OMHTRICS
Server/File Access	Details T
Details Action Taken	Enrollment to biometrics: Action Take
MANNER OF SES CONTRIBUTION PROGRAM X Resolved PARM NO CANADON TO NEW CONTROL Pending	1 Tess Dungea - 311 Resolved Pending Recommendation/Other
Prom bus and the service Pending Recommendation/Others:	2 Jonard Libo-on - 657 Recommendation/Other
NAMON DE-10 2016	Performed By / Date:
Performed By / Date:	
(A AMALIE A. RODUE	"Marin
All D-120000 Manager/Supervisor	Employee's Signature Department Manager/
Employee's Signature Department Manager/Supervisor	
	PXII Rev 02 / 10.07-2015
	Page 1 of 1 TECHNICAL SUPPORT
PHILKOEI INTER IONAL, INC.	Name Andonette, F. Chead Date: Man
PKII Rev. U2 / 10-14-2015 TECHNICAL SUPPORT FORM	Name Antonette F. Chew Date: Ma
Page 1 of 1	☐ ID ☐ Transfer of Work Station
Name ELIZA KARLA J. NUNEZ Date: 12 MAY 2016	☐ Calling Card ☐ Access to Printer
☐ E-Mail ☐ Software Installation	☐ Server/File Access ☐ Others (Specify):
☐ ID ☐ Transfer of Work Station	Details
☐ Calling Card ☐ Access to Printer	Assistance in Manion BTR's module of a Actio
Server/File Access A Others (Specify): TELEPHONE	Assistance in Maniry BIR's module of Resolved (For 230T filing) Pending Pending
Details	
	Recommendation Next Next

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PKII - 03 PHILKOEI INTERNATIONAL, 2.	PKII Rev.
Page 1 of 1 TECHNICAL SUPPORT FORM	PKII Rev. Page
Name Abnette F. Chew Date: May 16,20/4 E-Mail	Name EL\7A KA ☐ E-Mail ☑ ID ☐ Calling Card ☐ Server/File Acc
ID for Januard Libo-on so he Oun chain his ATM (payroll) (laminated ID) Recommendation/Others: NMHAN - 8-16-2016 Performed By / Date:	BINTH DATE: MAY BLOOD TYPE: A PHILHEALTH NO TIN: 4697
Employee's Signature Department Manager/Supervisor	frintin Employee's Si
PKID - F. PHILKOEI INTERNAL AL,	PKID ITC
Name JAIM E P. VILLAMIN Date: Way 19, 2016 E-Mail	Name MONEM E-Mail D Calling Card Server/File Ac
Details detion Televi	☐ Server/File Ac
TRANSFER OF WORKSTATION Resolved Pending Recommendation/Others:	EMAIL OF PIM
Employee's Signature Department Manager/Supervisor	

- 03		PHILKOEI INT \TIONAL, INC.				
Rev. 02 / 10-14-2019	5 TECHN	TECHNICAL SUPPORT FORM				
Page 1 of 1						
Vame ELIZA KARLA J. NU	ÑEZ	Date: 12 mAY 2016				
E-Mail	Software Installation					
☑ ☑ ID	_	Transfer of Work Station				
☐ Calling Card	☐ Access to Printer					
☐ Server/File Access	Others (Specify):					
Details						
Digatilater and 11 1000	Details	Action Taken				
BIRTH DATE: MAY 14, 1991		☑ Resolved				
BLOOD TY PE: At	4 na 44-1	Pending				
PHILHEALTH NO: 01-0520	4 02711	Recommendation/Others:				
TIN: 469 737 918	Performed By / Date:					
555: 3451685767	Terrorified By / Date.					
8 Page						
Employee's Signature	P. Rams Department Manager/Supervisor					
Department Manager/Supervisor						
						
ITD 03		PHILKOEI INTER JONAC, INC.				
Rev. v2 / 10-14-201 Page 1 of 1	TECH!	TECHNICAL SUPPORT FORM				
Name MONETE KOTIMA		Date: MAY 17, 2016				
E-Mail	☐ Software Installation	n				
☐ ID ☐ Transfer of Work Stat		ation				
☐ Calling Card ☐ Access to Printer						
☐ Server/File Access	☐ Others (Specify):					
Details						
EMAIL OF MR. OLUMNOO V. MResolved Action Taken						
	Resolved					
PIMALIWAT	☐ Pending ☐ Recommendation/Others:					
50 pcs. CALLINE CA	MATHER - 15-17-2016					
3. 22010	Performed By / Date:					

Denartment Manager/Supervisor