

PHILKOEI INTERNATIONAL, INC. IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
8/1/2016	HR/MMacadangdang	Biometrics, Door Access , Email for Ronila J. Gallemit	Done/ 1-Aug-2016	
8/1/2016	HR/MMacadangdang	Biometrics, Door Access , Email for Arlene T. Tugublimas	Done/ 1-Aug-2016	
8/1/2016	HR/MMacadangdang	Biometrics, Door Access , Email for Anna Vanessa O. Samonte	Done/ 1-Aug-2016	
8/1/2016	HR/MMacadangdang	Biometrics, Door Access , Email for Melanie L. Penalosa	Done <i>l</i> 1-Aug-2016	
8/2/2016	HR/MMacadangdang	ID for Ronila J. Gallemit	Done/ 2-Aug-2016	
8/2/2016	HR/MMacadangdang	Intranet Access for Gallemit & Tugublimas	Done/ 2-Aug-2016	
8/2/2016	HR/MMacadangdang	ID for Arlene T. Tugublimas	Done/ 2-Aug-2016	
8/10/2016	HR/MMacadangdang	Biometrics, Door Access , for Elwen A. Matinao	Done/ 10-Aug-2016	
8/11/2016 ·	HR/MMacadangdang	Biometrics, Door Access , Email for Junalynne M. Pamintuan	Done/ 11-Aug-2016	
8/11/2016	HR/MMacadangdang	Install Email Client (Thunderbird)	Done/ 11-Aug-2016	
8/15/2016	HR/MMacadangdang	Biometrics, Door Access , Gerrel R. Regulacion	Done/ 15-Aug-2016	
8/17/2016	HR/MMacadangdang	Printer Access & WPS Install	Done/ 17-Aug-2016	
8/17/2016	ENG/JMPamintuan	Google Earth & MS Office Install	Done/ 17-Aug-2016	
8/18/2016	HR/MMacadangdang	Request a temporary Laptop	Done/ 18-Aug-2016	
8/18/2016	ENG/JPVillamin	Calling Card	Done/ 18-Aug-2016	
8/22/2016	ICG/AMNeptuno	Biometrics, Door Access , Server Access for Ace M. Neptuno	Done/ 22-Aug-2016	
8/24/2016	ICG/AMKojima	Email address for AMNeptuno	Done/ 24-Aug-2016	
8/25/2016	ICG/OMOrtiz	Calling Card	Done/ 25-Aug-2016	
8/26/2016	HR/AFChew	Phone has no dial tone	Done/ 26-Aug-2016	

Prepared by:

IT Personnel

Noted by:

Brian Jose R. Fuertes

IT Manager

ITD F - 03 PHILKOEI INTERNA ONAL, INC.	PKI Rev. 10-14-2015 PHILKOET INTERNAL TOWAL, THE
PKI Rev. 10-14-2015 TECHNICAL SUPPORT FORM	PKI Rev. 10-14-2015 TECHNICAL SUP. AT FORM
rage 1 of 1	
Name Makin Macadangdany Date: 1 Angrist 2014	Name Marko Maradongdany Date: / Arynot 206
E-Mail Software Installation	E-Mail Software Installation Transfer of Work Station
☐ ID ☐ Transfer of Work Station	
Calling Card Access to Printer	to ola the
Server/File Access D Others (Specify): fef up wouk statm	
Details	Details Action Taken
tmphuyee name: Artere t. thigh limas Action Taken	Employee name: Ronila J. Gallemit Action Taken [K] Resolved
	Emphysee #: 669 Pending
book wilk Recommendation/Others:	Pending 1. Biometrics 2. Dook lock of Starting date: by. 2, Why Linklan - 8-1-16
Described to the performed By / Date: Described to the performed By / Date:	3. Infranci
1. Documenter	U I ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '
RICHARD D. PESCADOR	RICHARD DESCADOR
	Employee's Signature Department Manager/Supervisor
Amployee's Signature Department Manager/Supervisor	Employee's organization
	ITD 03 PHILKOEI INTERNAT WAL, INC.
J-F-03 PHILKOEI INTERNATIONAL, INC.	Page 1 of 1 Rev. 02 / 10-14-2015 TECHNICAL SUPPORT FORM
Page 1 of 1 Rev. 02 / 10-14-2015 Page 1 of 1 TECHNICAL SUPPORT FORM	, rage rorr
1.000 2 0 2	Name Makh Macadangdang Date: 9 fm volu
Name Marko Macadangdang Date: 1 Ang 2016	E-Mail Software Installation
E-Mail Software Installation	☐ Transfer of Work Station
✓ ID ☐ Transfer of Work Station	Calling Card Access to Printer
Calling Card Access to Printer	Server/File Access & Others (Specify): Sef up works from h
Server/File Access Others (Specify): Set up Was bestation	Details
Details	Employe Name: Anna Vanessa O. Samonte Action Taken Resolved
tripproyee name: Melanie L-Peñalog Action Taken N Resolved	Pending
10 Vovi work \ Implymet hor: (ali) = 15 parating	1. Momenty 1. Mom
2. Piometrics Recommendation/Others:	3. Intraret
1. Intranet 4. Docucenter Performed By / Date:	4. Douncember
	1 2 4 20
Moure	Employee's Signature RICHARD D PESCADOR Department Manager/Supervisor
MOST RICHARD D. PESCADOR	Employee's Signature Department Manager/Supervisor

M087

NAL, INC.

PHILKOEI INTERNA

ITD - F - 03

PHILKOEI INTERNATIONAL, INC.

PKIL Rev. 03 PHILKOEI INTER Page 1 of 1 TECHNICAL SU		PKII ITD - F - 03 Rev. 10-14 Page 1 of 1	1015	ICAL SUPPORT FORM
Name Katherine P. Curry Date: □ E-Mail □ Software Installation □ ID □ Transfer of Work Station □ Calling Card □ Access to Printer □ Server/File Access □ Others (Specify):	auf. 2, 20/6	Name Mount Mucada E-Mail ID. Calling Card Server/File Access	Software Installation Transfer of Work St Access to Printer Others (Specify):	
Me. A. Turneblinas NAT	1	tmployee neme; Ronil Daphysee#: 668	Details a J· Ballemi t	Action Taken Resolved Pending Recommendation/Others: MATHAN D2-Aut-20/6 Performed By / Date:
Employee's Signature Depa	Ahmy ment Manager/Supervisor	Employed's Signature		RICHARD D. PESCADOR Department Manager/Supervisor
PKID Rev. 02 / 10-14-2015 Page 1 of 1 TECHNICAL	TERNATIONAL, INC. SUPPORT FORM	PKID ITD - 03 Rev. 02 / 10-1 Page 1 of 1	4-2015	DEI INTERNATIONAL, INC. NICAL SUPPORT FORM
□ E-Mail □ Software Installation □ ID □ Transfer of Work Station □ Calling Card □ Access to Printer □ Server/File Access □ Others (Specify):	ate: 10 Augus (2014	Name May Wo Macon E-Mail ID Calling Card Server/File Access	Software Installation Transfer of Work S Access to Printer Others (Specify):	
1. Door Lock 2. Bismetrics 3. Docucenter Pe	Action Taken Resolved Pending Recommendation/Others: ATRAN 10-AU1011 Informed By / Date:	Employer name: Are Employer #: (ece 9	Details Elene T. Tugublinas	Action Taken M Resolved □ Pending □ Recommendation/Others: □ NATIAN OR-AW-1016 Performed By / Date:
Employee's Signature	RICHARU DAPESCAUOR Department Manager/Supervisor	Employee's Signature		RICHARD D. PESCADOR Department Manager/Supervisor

TECHNICAL SUPPORT FORM Page 1 of 1	DVITY MODEL TAY LATTONIA	I INC	ITD - F - 03	PHILKOEI	INT NATIONAL, INC.
Page 10			PKII (02 / 10-14-2015	TECHNIC	AL SUPPORT FORM
Name Macklo Racadagolong Date: Ang 20	Page 1 of 1	FORM	Page 1 of 1	12011110	
Software Installation P-Mail Software Installation Transfer of Work Station Calling Card Access to Printer Pending		a Zulu Nai	me Manko Macadangdo	ang	Date: 11 Ang 2016
Transfer of Work Station Calling Card Access to Printer Ac					
Calling Card Server/File Access to Printer Server/File Access Others (Specify): Sel-up	D m C CW1 Station			☐ Transfer of Work Stati	on
Calling Card Server/File Access Others (Specify): Details				Access to Printer	
Details Action Taken Resolved Pending Pending Recommendation/Others: NETH LAV - 2016 Performed By / Date: Department Manager/Supervisor	- Canning Cana			Others (Specify): Se	et-up workstation
Details Action Taken Profinger Name Junglyone M. Pagninthan Resolved Pending Pending Pending Pending Recommendation/Others: Portioned by I Date: Performed by I Date: Performed by I Date: Pending Pe	Server/File Access			<u> </u>	
Recommendation/Others: Pending Pending Pending Recommendation/Others: Pending Pend				Details	Action Taken
Employee's Signature Comparison Compari	nunder bind software Resolved Pending Recommends NATHIN	ation/Others: 1. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2.	prometrics Doorlock Starf. Introved	<u> </u>	Pending Recommendation/Others: NATION 11-08-1016
TECHNICAL SUPPORT FORM Page 1 of 1 TECHNICAL SUPPORT FORM Page 1 of 1 TECHNICAL SUPPORT FORM		D.PESCADOR Manager/Supervisor	1 And 1		RICHARD O DESCADOR Department Manager/Supervisor
TECHNICAL SUPPORT FORM Page 1 of 1 TECHNICAL SUPPORT FORM Page 1 of 1 TECHNICAL SUPPORT FORM				***************************************	
Page 1 of 1 Page 1 of 1 Page 1 of 1	1 00	il			IN MATIONAL, INC.
Page 1 of 1 Page 1 Page 1 of 1 Page 1		ORM	PKII 10-14-2019	TECHNIC	AL SUPPORT FORM
Software Installation Software Installation Software Installation Software Installation Software Installation Software Installation ID Transfer of Work Station ID ID ID Transfer of Work Station ID ID ID ID ID ID ID I	Page 1 of 1		Page 1 of 1		·
Software Installation Software Installation Software Installation Software Installation ID Transfer of Work Station ID ID ID ID ID ID ID I	: Marko Macadanydany Date: 17, In	Y 114 Na	ime Marko Macedane	<i>idang</i>	Date: August 15, 2016
Transfer of Work Station	Tuestallation		E-Mail	Software Installation	
Calling Card	D Transfer of Work Station			☐ Transfer of Work Stati	on
Others (Specify):	1 - 4	I	Calling Card	☐ Access to Printer	
Details Action Taken Resolved Pending Recommendation/Others: NATHAN / 17-NVG-1b Performed By / Date: RICHARD D. PESCADOR Details Action Taken Action T			·	Others (Specify):	
Action Taken Resolved Pending Recommendation/Others: NATION 17-kVf-16 Performed By / Date: RICHARD D. PESCADOR Action Taken Resolved On playee name: Gerrel R. Regulacion Action Taken Resolved On playee name: Besolved On playee name: Gerrel R. Regulacion Recommendation/Others: Biometrics Biometrics Biometrics Action Taken Resolved On playee name: Gerrel R. Regulacion Recommendation/Others: NATION NATION RICHARD O PESCADOR				Details	
Recommendation/Others: NATHAN 17-AVG-16 Recommendation/Others: NATHAN 17-AVG-16 Recommendation/Others: NATHAN Performed By / Date: Docucenter Richard D. PESCADOR Richard D. PESCADOR		n Taken	alumee house: Gerrel R.		Action Taken
Recommendation/Others: NATHAN 17-AVG-16 Recommendation/Others: NATHAN 17-AVG-16 Recommendation/Others: NATHAN Performed By / Date: Docucenter Performed By / Date: Recommendation/Others: NATHAN Performed By / Date: NATHAN P	se to printer of Resolved			<u>:</u>	Resolved
NATHAN / 17- NUF- 16 Performed By / Date: RICHARD D. PESCADOR RICHARD D. PESCADOR AND RICHARD D. PESCADOR	Pending	l l	,		
Performed By / Date: Performed By / Date: Performed By / Date: RICHARD D. PESCADOR AND D. PESCADOR	/ Kecommendan	17- AUG-16		į.	,
RICHARD D. PESCADOR RICHARD D. PESCADOR AND					
/// O f ·					
	74.4533		Mish		RICHARD D PESCADOR
Employee's Signature Employee's Signature Department Manager/Super Vision	Employee Signature Department M	lanager/Supervisor	Employee's Signature		Department Manager/Supervisor

JTD - F - 03

PHILKOEI INT NATIONAL, INC.

		ITD - F - 03	PHILKO	EI INTERNATZ AL, INC.
rip - F - 03	PHILKOEI IN LANATIONAL, INC.	PKI Rev. 4 / 10-	14-20 TECHN	IICAL SUPPORT FORM
Rev. 02 / 10-14-2015		Page 1 of 1		
Page 1 of 1	TECHNICAL SUPPORT FORM	Name JUNKLYNE M.	PAMINTUAN	Date: 8-17-2016
As a set of	4. 4	E-Mail	Software Installation	
Marko Macadydan	/		☐ Transfer of Work S	
=	Software Installation	☐ Calling Card	Access to Printer	
	Transfer of Work Station	Server/File Access	Others (Specify):	
- /	Access to Printer			
AVEITTHE Access	Others (Specify): Request For Laplop (temperary)		Details	Action Taken
	Details	GOOGLE EARTH		Resolved
ss to ISO piles than MS	Action Taken Resolved	OFFICE VICTOR	TOTTICE 3017.	☐ Pending
	Pending	INSTAUGO	injeoc.	Recommendation/Others: NATITAN 17-AVE -2016
	☐ Recommendation/Others:	1111000	W S	Performed By / Date:
	Performed By / Date:			
		~		No services
Man	RICHARD D. PESCADOR	Employee's Signature	-	Department Manager/Supervisor
Imployee's Signature				. 0 .
2.000000ES2200000000E	Department Manager/Supervisor			
	TNC TNC	\		
- F - 03	PHILKOEI INTERNATIONAL, INC.	IIID-	PHI	LKOEI INTERN/ NAL, INC.
02 / 10-14-2015	TECHNICAL SUPPORT FORM	PKII Rev. 02 / 10-14-	2015	
Page 1 of 1		Page 1 of 1	I E C	HNICAL SUPPORT FORM
A - 4 NEQT	1NO Date: Avg. 22, 20(6			
s ACE M. NEPT	Software Installation	Name JAIMIE P. VI	LLAMIN	Date: 8/18/2016
E-Mail	Transfer of Work Station	E-Mail	☐ Software Installa	tion
in –	. · · · · · · · · · · · · · · · · · · ·	∏ □ ID	☐ Transfer of Work	Station
Carining Carin	Access to Printer Others (Specify): Pione teich	Calling Card	☐ Access to Printer	
Server/File Access	Detaile	☐ Server/File Access	☐ Others (Specify):	
	Action Taken		Details	
CA CORE STAR / E	CONDING Resolved Pending	Timbre C UU ANA	N 1	Action Taken
	, Recommend	JAIMIE P. VILLAM!		Resolved
	1ATHON / 22- UB-16	Junior Structural Eng	Jinesi	☐ Pending☐ Recommendation/Others:
	Performed By / Date:	Mobile: +6392737487	94	MATTAN 18-AUG-16
\	2/	Email: jpvillamine philk		Performed By / Date:
$\overline{\mathbf{x}}$	3.70	-\ _ `	1	
Eurlayede Cignature	Department Manager/Supervisor	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \) (my
Employee's Signature	VI	Employee's Signature		Department Manager/Supervisor

10-14-2015	HILKOEI INTERNATIONAL, INC. FECHNICAL SUPPORT FORM
Name Antonette F. CMeN E-Mail Software Insta ID Transfer of W Calling Card Access to Prir Server/File Access Others (Specif	ork Station
Phone has no dial tom	Action Taken ☐ Resolved ☐ Pending ☐ Recommendation/Others: ☐ VAIH
Employee's Signature	Richard J. Pescador Department Manager/Supervisor

THE - F - 03	PHILKOEI INTERNATIONAL, INC.			
PKI 02 / 10-14-20	TECHNICAL PPORT FORM			
I dge I of I	- CALIF			
Name MONTERE KUTIMA	Date: ML 24, 2216			
☑ E-Mail	☐ Software Installation			
□ ID	☐ Transfer of Work Station			
☑ Calling Card	Access to Printer			
Server/File Access	Others (Specify):			
	Details			
Prepared amil all: on Prepared name on hus ACG M. NEP Mobile: +63917646 TIN: 300-274-144	Pending Pending Recommendation/Others:			
Employee's Signature	P. Ramos Department Manager/Supervisor			
Prin - F - 03				
PKI 03 / 10-14-2	PHILKOEI INTERNATIONAL, INC.			
Page 1 of 1	TECHNICAL SUPPORT FORM			
Name (DI)				
Name Oliver John M.	Offic Date: 8/25/2016.			
E-Mail ID	☐ Software Installation			
Calling Card	Transfer of Work Station			
Server/File Access - Design	Access to Printer			
Center	U Others (Specify):			
OLIVER JOHN M. OF	Details			
Business Devolorment S.	Action Taken			
Business Development Specialist/Junior Civil Resolved The Development Specialist/Junior Civil Pending				
Line marional Consulting Scalo				
Contact No: 09356585	NATION 25-08-2016 Performed By / Date:			
ASK!	J. Rams			
Employee's Signature	PATRICK JOHN RAMOS			

PATRICK JUHN RAMOS
Department Manager/Supervisor