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

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
7/3/2017	HR/MPPolitico	Installation of Adobe Acrobat Pro	Done/03-July-2017	
7/4/2017	Eng./JKPagorogon	Calling Card for Albert Johnson	Done/04-July-2017	
7/4/2017	Eng./JKPagorogon	Desktop Not Working	Done/04-July-2017	Replaced by FBBaltazar's old CPU
7/5/2017	HR/MPPolitico	Biometrics Registration for Joseph Kennedy F. Incomio	Done/05-July-2017	
7/7/2017	Eng./JKPagorogon	Calling Card for Rudolph M. Yambot	Done/07-July-2017	
7/7/2017	HR/Mmacadangdang	Request Use of Laptop in Preparation of Quarterly Leave Credit Update Memo	Done/07-July-2017	
7/10/2017	HR/MPPolitico	Biometrics Registration for Francis Carlo Sawali	Done/10-July-2017	
7/10/2017	ICG/JBTabeta	Calling Card for Geph B. Tabeta	Done/10-July-2017	
7/10/2017	ICG/PTPalma	Calling Card for Princess T. Palma	Done/10-July-2017	
7/11/2017	ICG/JBMartin	Calling Card for Johanna Angela B. Martin	Done/11-July-2017	
7/20/2017	MRT 7 - Structural	Assistance in Internet Access	Done/20-July-2017	
7/24/2017	GAE/BJOcampo	Desktop Not Working	Done/24-July-2017	Replaced by JVTacder's old CPU
7/25/2017	Eng./JKPagorogon	Transfer of Work Station	Done/25-July-2017	
7/25/2017	Eng./JKPagorogon	Installation of AutoCAD for Florenz Calinog	Done/25-July-2017	
7/25/2017	MRT 7 - Structural	She can't send e-mail	Done/25-July-2017	
7/27/2017	MRT 7 - Structural	Assistance in JP's Computer (CAD Software) - Error Always Occur	Done/25-July-2017	
7/31/2017	BDD/JOAltomea	Forward All Emails of mails@philkoei.com.ph to Joms Altomea's Account	Done/31-July-2017	

Prepared by:


Island Julian

IT Personnel

Noted by:


Brian Jose R. Fuertes
IT Manager

PKII ITD - F - Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOE INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	
NAME: MITZA POUNCO DEPARTMENT: HR		DATE: 07/03/2017
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input checked="" type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks Adobe Acrobat Pro		Request Monitoring Received by: KLAND JULIAN Date Received: 7/03/17 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date 7/3 Signature


 Employee's Signature


 Department Manager/Supervisor

PKII ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOE INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	
NAME: JESSIE PAGOROGON DEPARTMENT: ENGINEERING AND DESIGN CENTER		DATE: 4 JULY 2017
<input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks company and project (Clark Green City) calling card for Mr. Albert Johnson * 20 pcs each card		Request Monitoring Received by: KLAND JULIAN Date Received: 07/04/17 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date 4 July 2017 Signature


 Employee's Signature



 Department Manager/Supervisor

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: <u>MITZI ADULTICO</u>		DATE: <u>JULY 5, 2017</u>
DEPARTMENT: <u>HRD</u>		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input checked="" type="checkbox"/> Network/Server/File Access <input checked="" type="checkbox"/> E-Mail / (for HR Manager's Approval) <u>ny</u> <input checked="" type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks		Request Monitoring
JOSEPH KENNEDY F. INCOMIO Emp # 702		Received by: <u>ISLAND JULIAN</u> Date Received: <u>7/5/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date <u>7/5</u> Signature <u>[Signature]</u>

Employee's Signature


RICHARD D. PESCADOR
Department Manager/Supervisor

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: <u>JESSIE PAGOROGON</u>		DATE: <u>07 JULY 2017</u>
DEPARTMENT: <u>ENGINEERING AND DESIGN CENTER</u>		
<input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks		Request Monitoring
RUDOLPH M. YAMBOT (50 pcs) Position: Civil 3D Expert/CAD Supervisor		Received by: <u>ISLAND JULIAN</u> Date Received: <u>7/7/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date <u>[Signature]</u> Signature <u>07 JULY 2017</u>

	ITD - F - 06 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKO INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: <u>Marko Macadangdang</u>		DATE: <u>7 July 2017</u>
DEPARTMENT: <u>HR</u>		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify): <u>Use of laptop</u>
Details / Remarks <u>I will request a laptop in preparation of Quarterly Leave credit update memo.</u>	Request Monitoring Received by: <u>KLAND JULIAN</u> Date Received: <u>07/07/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: _____ Requestee's Confirmation/Acknowledgement Date <u>7 July 2017</u> Signature <u>[Signature]</u>	

Employee's Signature

RICHARD D. PESCADOR
Department Manager/Supervisor

	ITD - F - 06 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKO INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: <u>MITZI POLITICO</u>		DATE: <u>07/10/2017</u>
DEPARTMENT: <u>HR</u>		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input checked="" type="checkbox"/> Network/Server/File Access <input checked="" type="checkbox"/> E-Mail / (for HR Manager's Approval) <u>[Signature]</u> <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify): _____
Details / Remarks <u>FRANCIS CARLO SANAN</u> <u>Bnp. # 703</u> <u>Email : fasanali @ philko ei. com. ph</u>	Request Monitoring Received by: <u>KLAND JULIAN</u> Date Received: <u>07/10/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: _____ Requestee's Confirmation/Acknowledgement Date <u>07/10/2017</u> Signature <u>[Signature]</u>	

Employee's Signature

RICHARD D. PESCADOR
Department Manager/Supervisor

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM	
NAME: <u>GERALD JOSEPH B. TABETA</u>		DATE: <u>JULY 10, 2017</u>
DEPARTMENT: <u>INTERNATIONAL CONSULTING GROUP</u>		
<input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify): _____
Details / Remarks		Request Monitoring
<u>GERALD B. TABETA</u> <u>HUMAN RESOURCE & BUSINESS DEVELOPMENT</u> <u>OFFICER</u> <u>INTERNATIONAL CONSULTING GROUP</u> <u>+63 917 836 11 76</u>		Received by: <u>ISLAND OUTPOST</u> Date Received: <u>7/10/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: _____ Requestee's Confirmation/Acknowledgement Date: <u>JULY 11, 2017</u> Signature: <u>G. Tabeta</u>

G. Tabeta
Employee's Signature

[Signature]
Department Manager/Supervisor

received: Palma
07/11/2017

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM	
NAME: <u>Princess Soleydad T. Palma</u>		DATE: <u>July 10, 2017</u>
DEPARTMENT: <u>ICG</u>		
<input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify): _____
Details / Remarks		Request Monitoring
<u>Princess T. Palma</u> <u>Jr. Civil Engineer/Business Development</u> <u>Specialist</u> <u>International Consulting Group</u> <u>+63 917 840 22 55</u>		Received by: <u>ISLAND OUTPOST</u> Date Received: <u>7/10/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: _____ Requestee's Confirmation/Acknowledgement Date: <u>07/11/2017</u> Signature: <u>Palma</u>

Princess Soleydad T. Palma

[Signature]

JOHANNA ANGELA B. MARTIN
Executive Secretary

1701 The Orient Square Building
F. Ortigas Jr. Road, Ortigas Center
Pasig City 1605, Philippines
Tel. No. : (+632) 534-0337
Fax No. : (+632) 534-0339
E-mail : jabmartin@philkoei.com.ph
Website : www.philkoei.com.ph

ISO 9001 : 2008 CERTIFIED

PHILKOEI INTERNATIONAL, INC.

TECHNICAL SUPPORT FORM

DATE: 7/11/2017

- ☐ Network/Server/File Access
☐ E-Mail / (for HR Manager's Approval) _____
☐ Repair (Attach ITD-F-06)
☐ File Download/Uploading
☐ Others (Specify):

☐ Transfer of Work Station

Details / Remarks

same details as attached
But in NIPPON KOTI
Template

Request Monitoring

Received by: RAND JULIAN

Date Received: 07/11/17

Action Taken

- ☒ Accomplished
☐ Pending
☐ Recommendation/Others:

Requestee's Confirmation/Acknowledgement

Date 7/11/2017

Signature

ANGELA B. MARTIN

Employee's Signature

MASASHI SADAIE

Department Manager/Supervisor

PKII

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Page 1 of 1

PHILKOEI INTERNATIONAL, INC.

TECHNICAL SUPPORT FORM

NAME: Maria Miracle P. Litimco
DEPARTMENT: MRT 7 - Struct. / Archi.

DATE: 20 July 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

Assistance in internet
access

Request Monitoring

Received by: NATHAN

Date Received: JULY 20 2017

Action Taken

- ☐ Accomplished
☐ Pending
☒ Recommendation/Others: CALLED PLDT SPCF ITS NETWORK PROVIDER EXPLAN.

Requestee's Confirmation/Acknowledgement

Date 20 July 2017

Signature

Employee's Signature

Department Manager/Supervisor

PKII	ITD - F - 0 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOE INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: <i>Maria Miracle P. Lufino</i>		DATE: <i>25 July 2017</i>
DEPARTMENT: <i>MRT 7 (Structural)</i>		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input checked="" type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks		Request Monitoring
<i>Assistance for Ms. Alona of Sir manlo's Team. She can't send e-mail.</i>		Received by: <i>ISLAND JULIAN</i> Date Received: <i>07/25/17</i> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date <i>25 July 2017</i> Signature <i>[Signature]</i>

Employee's Signature

Department Manager/Supervisor

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOE INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: <i>Jessie Pagoragon</i>		DATE: <i>25 July 2017</i>
DEPARTMENT: <i>Engineering and Design Center</i>		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input checked="" type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks		Request Monitoring
<i>Transfer Sir Jeff's workstation to Sir Niel's. (For MRT-7 Project)</i>		Received by: <i>ISLAND JULIAN</i> Date Received: <i>07/25/17</i> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date <i>25 July 2017</i> Signature <i>[Signature]</i>

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM	
NAME: <u>Jessie Pagorogon</u>		DATE: <u>25 July 2017</u>
DEPARTMENT: <u>Engineering and Design Center</u>		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input checked="" type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify): _____
Details / Remarks		Request Monitoring
Install Autocad for Florenz Calinog		Received by: <u>07/25/17 ISLAND JULIAN</u> Date Received: <u>07/25/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: _____
		Requestee's Confirmation/Acknowledgement Date <u>25 July 2017</u> Signature <u>[Signature]</u>
<u>[Signature]</u> Employee's Signature		<u>[Signature]</u> Department Manager/Supervisor

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM	
NAME: <u>Maria miracle P. Litima</u>		DATE: <u>27 July 2017</u>
DEPARTMENT: <u>MKT - 7 Structural</u>		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify): _____
Details / Remarks		Request Monitoring
Assistance in SP's Computer (CAD software) - Error always occur		Received by: <u>ISLAND JULIAN</u> Date Received: <u>07/27/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: _____
		Requestee's Confirmation/Acknowledgement Date <u>27 July 2017</u> Signature <u>[Signature]</u>
<u>[Signature]</u> Employee's Signature		<u>[Signature]</u> Department Manager/Supervisor

PKII

ITD - F - 03

Rev. 04 / 12-06-2016

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PHILKOEI INTERNATIONAL, INC.

TECHNICAL SUPPORT FORM

NAME: JOMS ALTO MEA

DATE: 07/31/17

DEPARTMENT: BDD

- ☐ 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): FORWARDER

Details / Remarks

ALL EMAILS OF mails@philkoei.com.ph
will be forwarded to
Joms Altonca's
mail account

Request Monitoring

Received by: NATHAN

Date Received: 07/31/2017

Action Taken

- ☒ Accomplished
- ☐ Pending
- ☐ Recommendation/Others:

Requestee's Confirmation/Acknowledgement

Date 07/31/17

Signature

Employee's Signature

Signature