

PHILKOEI INTERNATIONAL, INC.

IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY STATUS		REMARKS		
5/5/2015	HR/MCCastanares	Access to Printer	Done			
5/20/2015	FIN/CJCartera	Request for one (1) unit of Laptop to use for QIP-CCDP-B	Done	Trip to Zamboanga from May 25 - June 2, 2015		
5/21/2015	HR/MCCastanares	Access to Printer	Done			
5/28/2015	FIN/AARoque	Internet Settings	Done			
5/28/2015	ADM/MSAblan	Access to Inventory System in server (PHILKOEI-005)	Done			
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Prepared by:

Noted by:

IT Manager

ITD - F - 03	PHILKOEI INTERNATIONAL, INC.	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
Rev. 01 / 11-24-201 Page 1 of 1	TECHNICAL SUPPORT FORM	Rev. 01 / 11-24-2014 Page 1 of 1	TECHNICAL SUPPORT FORM
			©
Name REX CART		Name Many ann Ca	standeres Date: May 5, 201
☐ E-Mail	Software Installation	E-Mail U	Software Installation
□ ID	☐ Transfer of Work Station		Transfer of Work Station
☐ Calling Card	Access to Printer	☐ Calling Card	Access to Printer
☐ Server/File Access	Others (Specify):		Others (Specify):
	Details		Details
Requist And on	(1) unit laptop computer for (7 CCDP-B) May 25 - June 2, 2015 Remarks DE MW		Devino
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brother age (All	1 CCV -0)	Cannot assess	the printer- HP office jet ks
his to I who are	May 25 - June 2, 2015 Remarks	1 1	
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Clark	MS APPALE ROSUE		$ \mathcal{N}/\mathcal{J}_{\alpha}$
Employee's Signature	Department Manager	Many and Castin Employee's Signature	Department Manager
		Employee's Signature	Department Wanager
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	PKII Rev. 01 / 11-24-2014	TECHNICAL SUPPORT FORM	
	Page 1 of 1	TEOMNO/LE COLL COLL	
		- M 0. 70	
	Name Mary ann Constantito	Date: May 21, 20	<i>/-</i>
	☐ E-Mail ☐ Softwa	re Installation	
	☐ ID ☐ Transfe	er of Work Station	
	☐ Calling Card ☐ Access	s to Printer	
	☐ Server/File Access ☐ Others	(Specify):	
		Details	
	L.)	
	Compt around the	Stoudentre - W printer Remarks	
	Converse see see s	V V	
	152	Remarks	
	Introve	1.8/	
	Mary an Castanavas		
	Employee's Signature	Department Manager	

ITD - F - 03	PHILKOEI INTERNATIONAL, INC.				
PKII Rev. 01 / 11-24-201 Page 1 of 1	TECHNICAL SUPPORT FORM				
Name ANALIE	Date: Many 88 20 N				
☐ E-Mail	☐ Software Installation				
	☐ Transfer of Work Station				
☐ Calling Card	☐ Access to Printer				
☐ Server/File Access	Others (Specify):				
	Details				
Internet posings	.4				
	Remarks				
A	Argul				
Employee's Signature	Department Manager				

	PKII Rev. 01 / 11-24-2014 Page 1 of 1		TECHNICAL SUPPORT FORM					
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Nai	me MICH	HELLE S. A	BL	AN 1	Date:	MAY	28	2015
	E-Mail			Software Installation				
	ID			Transfer of Work Star	tion			
	Calling C	ard		Access to Printer				
	Server/Fi	le Access		Others (Specify):				
lanear and a second				Details			ANNUAL	
-		A PROCESSION OF THE PROPERTY O	STEETINGS.	Details	CONTROL FORMATION			
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and the second	request to access inventory tolder in Philkoei-005							
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						NAME OF TAXABLE PARTY.		
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Millan					A			
Employee's Signature					Departmen	it Mana	ager	

PHILKOEI INTERNATIONAL, INC.

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