

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
7/5/2016	ICG/AMKojima	Email, ID, Intranet	Done/ 5-Jul-2016	
7/7/2016	HR/MMacadangdang	Printer doesn't work	Done/ 7-Jul-2016	
7/8/2016	ICG/OMOrtiz	Email, Calling Card, Server Access	Done/ 8-Jul-2016	
7/8/2016	FIN/RCCartera	Request for Laptop that will be used in Project	Done/ 8-Jul-2016	
7/12/2016	HR/AFChew	Email, Biometrics, Intranet, ID for Bianca	Done/ 12-Jul-2016	
7/12/2016	ENG/FMPalomique	Company ID	Done/ 12-Jul-2016	
7/13/2016	ENG/ABQuizzagan	Company ID	Done/ 13-Jul-2016	
7/14/2016	DC/JKPagorogon	Access to Docucenter Printer	Done/ 14-Jul-2016	
7/14/2016	HR/MCCastanares	Company ID	Done/ 14-Jul-2016	
7/15/2016	ICG/RALorica	Company ID	Done/ 15-Jul-2016	
7/18/2016	MAN/JCBeringuela	Company ID	Done/ 18-Jul-2016	
7/19/2016	HR/AFChew	Company ID	Done/ 19-Jul-2016	
7/19/2016	HR/MMacadangdang	Desktop keeps restarting	Done/ 19-Jul-2016	For replacement
7/20/2016	ICG/EJNunez	Calling Card	Done/ 20-Jul-2016	
7/21/2016	HR/MMacadangdang	Email, Biometrics, Intranet, ID for Raul Maglalang	Done/ 21-Jul-2016	
7/21/2016	HR/MMacadangdang	Setup Projector at Boardroom	Done/ 21-Jul-2016	
7/21/2016	HR/MMacadangdang	Email, Biometrics, Intranet, ID for Millie Ann	Done/ 21-Jul-2016	
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Prepared by:

Personnel

Noted by:

Brian Jose R. Fuertes

IT Manager

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, 02 / 10-14-2015 ge 1 of 1	TECHNICAL SUPPORT FORM	Inp - F - 03	PHILKOEI INTL,ATIONAL, INC.	PKI 02 / 10-14-2	TECHNICAL PORT FORM
-00 I OI I		PKII Rev. 02 / 10-14-2015	TECHNICAL SUPPORT FORM .	s s	
, JOHN M. C	RT17 Date: 7/8/16	Page 1 of 1	TECHNICAL BOTTONT TONIA	Name MONETE KOTIMA	Date: JULY 5, 7016
	Software Installation	Matadan ada	ny Date: 7 July 2016	E-Mail	Software Installation
	☐ Transfer of Work Station	Name Marko Macadangda			Transfer of Work Station
1	Access to Printer		oftware Installation Transfer of Work Station	Calling Card	Access to Printer
ccess	Others (Specify):		coses to Printer	Server/File Access	Others (Specify):
	Details		Others (Specify): Transfer of typingment		Details
M. ORTIZ	Action Taken Resolved	3ct vent the Access		EMAIL /CALLING CARD / 1	D: INTRANET Action Taken Resolved
Engineer #	Pending		Details Action Taken	OLIVER ORTIZ	☐ Pending
00%	☐ Recommendation/Others:	The printer does not work o	Inymoki Resolved	IN INDIVIA MINA	Recommendation/Others:
υ	NAOHAN - JUL 8 2016 Performed By / Date:		☐ Pending ☐ Recommendation/Others:	10 - JOHANNA AMLERA	
	- John Sanda Dyr Batto.		Mmc 7-7-16	MASASHI SAMAIE	t critimined by t bate.
	24 /		Performed By / Date:		00
Signature	Department Manager/Supervisor	. <del>  </del>	11/1000	Employee's Signature	P. Rames  Department Manager/Supervisor
	Soparemone Managen Super Visor	Wasay	RICHARD D. PESCADOR		N/7/5/
		Employee's Signature	Department Manager/Supervisor		
				TTD 15. 02	DULL FORT THERDHARTONAL THE
17 - F - 0	3 PHILKOEI INTERNATIONAL, INC.			PKII   ITD - 03   Rev. / 10-14-20	PHILKOEI INTERNATIONAL, INC.
R 02 /		ITD - F - 03	PULL FORT TARREST TARR	Page 1 of 1	TECHNICAL SUPPC FORM
Page 1 of 1		PKII Rev. 02 / 10-14-2015	PHILKOEI INTERNATIONAL, INC.		
	Date: 07/12/2016	Page 1 of 1	TECHNICAL SUPPORT FORM	Name REX CARTERA	Date: 7 /08/16
MHUS M.	Software Installation				ware Installation
il	Transfer of Work Station	Name Antorotte F. Chew	Date: Inly 12, 2014	<b> </b>	sfer of Work Station
Cond	Access to Printer	12	ftware Installation	-	rs (Specify):
r/File Access	Others (Specify):	_	ansfer of Work Station	Berver/The Teeess G Outer	
I/I No I local	Details		cess to Printer hers (Specify):		Details  Action Taken
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neded: Ju	円 Panding	Employee: Bianca Patricia J. Coamp	Details	laptop computer for pro	Pending Recommendation/Others:
4 JANIUHTS	Recommendation/Others:	1. Biometrics 7	D BmpH: Lub: Action Taken  Resolved		
COMMONS	Performed By / Date:	2. Door Lock \ ( Nale a )	Pending	(QIP) July 11-14.2014	Performed By / Date: /
	<u> </u>	3. Daucenter ( Walkarn) 4. Intrainet	The Recommendation/Others:		Akurk
	1250120	V. ID CHark)	Killing Date: Kinther / JUL 12 2016 Killy 18, 2014 Performed By / Date:	Gart	Ms./Anothe Rague
nglonuagee nployee's Signatur	Department Manager/Supervisc			Employee's Signature	Department Manager/Supervisor
nployee's Signatu	re		ding, no RICHARDO. PESCADOR		
		Employee's Signature	Department Manager/Supervisor	·	
TED P	PHILKOEI INTERNATIONAL. INC.	ITD - : 03	PHILKOEI INTERNATIONAL, INC.	PKII F - 03 Rev. 02 / 10-14-2	PHILKOEI INTEPTATIONAL, INC.
ITD - F Rev. 02 - 10-		PKI Rev. 62 / 10-14-20	TECHNICAL SUPPORT FORM	Page 1 of 1	TECHNICAL SUPPORT FORM
Page 1 of 1	TECHNICAL SUPPORT JRM	Page 1 of 1	TECHNICAL SUITORY FORM		
<u></u>	n. 01 14 201	Name JESSIE PAGOROGON	Date: Why III Chi	Name QUIZZAGAN AILTEN	B. Date: 13 JULY 2016
Jary Un	n- East anares Date: July 14, 2016		Date: JULY 14, 2016 re Installation	E-Mail	Software Installation
- v	Software Installation	15	er of Work Station		Transfer of Work Station
Transfer of Work Station			to Printer	Calling Card	Access to Printer
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1. Soul	Hernando Recommendation/Others:	1	Recommendation/Others:		TUBY DY 18911

