

ITD - F - 03 Rev. 02 / 10-14-2015 Page 1 of 1		PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	
Name: MILLARD C. CRUZ		Date: FEB. 1, 2016	
<input checked="" type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access		
Details		Action Taken	
LAST SIGHT AUTOCAD LT		<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
Performed By / Date:		NATHAN - 03-1-2016	
Employee's Signature: <i>[Signature]</i>		Department Manager/Supervisor: <i>[Signature]</i>	

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Name: Susana Joyce Ailing		Date: February 24, 2016	
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify):		
Details		Action Taken	
Access to server 37 and Intranet for Mr. Tubongbanua		<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
Performed By / Date:		NATHAN - 02-24-2016	
Employee's Signature: <i>[Signature]</i>		Department Manager/Supervisor: ANAHE A. ROGUE	

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Name: GERALD JOSEPH B. TUBETO		Date: 02/24/2016	
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify):		
Details		Action Taken	
INSTALLATION OF KEYBOARD		<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
Performed By / Date:		NATHAN / 2-24-2016	
Employee's Signature: <i>[Signature]</i>		Department Manager/Supervisor: <i>[Signature]</i>	

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Name: ARNEL B. TUBONGBANUA		Date: 23 FEB 2016	
<input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify):	EMP NO. 053	
Details		Action Taken	
ADDITIONAL NAME TO SERVER TO ACCESS PHILKOEI 37 (ACCESS SERVER) EMAIL 5 LG-IN		<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
② email account		NATHAN / 02-23-2016	
③ Biometrics		Performed By / Date:	
Employee's Signature: <i>[Signature]</i>		Department Manager/Supervisor: <i>[Signature]</i>	

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Name: ARNEL C. TUBONGBANUA		Date: 23 FEB 2016	
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input checked="" type="checkbox"/> Transfer of Work Station <input checked="" type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify):		
Details		Action Taken	
CAN #10 COMPUTER USED IN PAYROLL		<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
Performed By / Date:		NATHAN - 02-23-2016	
Employee's Signature: <i>[Signature]</i>		Department Manager/Supervisor: <i>[Signature]</i>	

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Name: Mary Ann Castañares		Date: Feb. 3, 2016	
<input type="checkbox"/> E-Mail <input checked="" type="checkbox"/> ID (Temporary) <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):		
Details		Action Taken	
Temporary ID for Eric Allegado		<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
Performed By / Date:		NATHAN / 02/03/2016	

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Name: RICHIE PEREZ		Date: 2/15/2016	
<input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):		
Details		Action Taken	
Email outlook in Laptop + Email in smart phone		<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
Re configure phone mail set-up		NATHAN / 2/15/2016	
Performed By / Date:			