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## PHILKOEI INTERNATIONAL, INC.

## IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
12/1/2014	ENGINEERING/KHM	Computer Assistance	Done	
12/1/2014	ACCOUNTING/YDC	Computer Assistance	Done	
12/3/2014	ACCOUNTING/ALF	Email Assistance	Done	
12/3/2014	ACCOUNTING/CJC	Transfer of Work	Done	
12/5/2014	ACCOUNTING/GER	Computer Assistance	Done	
12/10/2014	BDD/AMF	Printing Assistance	Done	
12/10/2014	ENGINEERING/KHM	Printing Assistance	Done	
12/10/2014	ACCOUNTING/FDM	Printing Assistance	Done	
12/11/2014	HR/RHC	ID	Done	
12/11/2014	BDD/AMF	Network Assistance	Done	
12/11/2014	HR/RDP	Computer Assistance	Done	
12/12/2014	ICG/CDV	Document Scanning	Done	
12/12/2014	ENGINEERING/KHM	Document Scanning	Done	
12/15/2014	ACCOUNTING/AAR	Setup Computer	Done	
12/16/2014	ICG/JNJ	Laptop/Computer Assistance	Done	
12/16/2014	ICG/JNJ	Printer Access	Done	
12/16/2014	ACCOUNTING/AAR	Printer Access	Done	
12/16/2014	ENGINEERING/ABQ	Internet Acess	Done	÷
12/17/2014	ICG/CDV	Printer Access	Done	
12/17/2014	HR/AFC	Printer Assistance	Done	

Prepared by:

IT/Personnel

Noted by:

IT Manager

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PKII Rev. 01 / 11-24-2014	TECHNICAL SUPPORT FORM	TD - F - 03	PHILKOEI INTERNATIONAL, INC.
Page 1 of 1	TECHNICAL SUPPORT FORM	PkII Rev. 01 / 11-24-201 Page 1 of 1	TECHNICAL SUPPORT FORM
Name Youthon prin ca	ur Date: 12 01. 2019	Name MACIA AMBEUNE KUSKES	5 H-MONTES Date: 12-01 -2014
☐ E-Mail ☐	Software Installation	2	
	Transfer of Work Station	E-Mail	Software Installation
☐ Calling Card ☐	Access to Printer		☐ Transfer of Work Station
☐ Server/File Access ☐	Others (Specify):	Calling Card	Access to Printer
	Details	Server/File Access	Others (Specify):
prs. check my	Details  concer piece sey my		Details
moure 9		UNABLE	to open files
ROVICE TO USE USB H	Remarks . 1 12		Pone Remarks
Employe's Signature	Department Manager	- Afr	John
		/ Employee's Signature	Department Mahager
** ITD - F - 03	PHILKOEI INTERNATIONAL, INC.	- ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
PKII Rev. 01 / 11-24-2014	TECHNICAL SUPPORT FORM	PKII Rev. 01 / 11-24-20	014
Page 1 of 1	TECHNICAL SUPPORT FORM	Page 1 of 1	TECHNICAL SUPPORT FORM
Name REX CARTERA	Date: Dev. 9, 2014	Name ann lyn f	One Date: DEC - 03 2014
☐ E-Mail ☐	Software Installation	🛛 E-Mail	☐ Software Installation
	Transfer of Work Station	□ ID	☐ Transfer of Work Station
	Access to Printer	☐ Calling Card	☐ Access to Printer
☐ Server/File Access ☐	Others (Specify):	☐ Server/File Access	☐ Others (Specify):
	Details		Details
transfer of w	root station.	adjust email o	que ta
	Remarks value of the second se		Remarks Plos 14
Can		dylon	Az
Employee's Signature	Department Manager	Employee's Signature	Department Manager

ITD - F - 03 PHILKOEI INTERNATIONAL, INC.	PHILKOEI INTERNATIONAL, INC.
PKII Rev. 01 / 11-24-2014 Page 1 of 1 TECHNICAL SUPPORT FORM	PKII Rev. 01 / 11-24-2014 Page 1 of 1
	And a
Name Arlene Ferrer Date: /2/10/2014	01111
☐ E-Mail ☐ Software Installation	E-Mail Software Installation
☐ ID ☐ Transfer of Work Station	☐ ID ☐ Transfer of Work Station
☐ Calling Card ☐ Access to Printer	☐ Calling Card ☐ Access to Printer
☐ Server/File Access ☐ Others (Specify):	Server/File Access Others (Specify): Excell anniance
Details	Details
Layout of divider for QIP Project	7 can hat ingut new rows
Remarks Remarks	Remarks
Arlene Terrer Employee's Signature  Department Manager	Employee's Signature  Department Manager
PKII PKII PKII PKII PKII PKII PKII PKII	ITD - F - 03 PHILKOEI INTERNATIONAL, INC.
Page 1 of 1  TECHNICAL SUPPORT FORM	PKII Rev. 01 / 11-24-2014 Page 1 of 1
Name Telifa Mañacon Date: 2/10/14	Name MAKID ANGEUNE KISSES H-MONTE Date: 12-10-14
☐ E-Mail Software Installation	☐ E-Mail ☐ Software Installation
☐ ID ☐ Transfer of Work Station	☐ ID ☐ Transfer of Work Station
☐ Calling Card ☐ Access to Printer	☐ Calling Card ☐ Access to Printer
☐ Server/File Access ☐ Others (Specify):	☐ Server/File Access ☐ Others (Specify):
Details	Details
	Details
Paper Jam (Finance Printer)	PRINT DOCUMENT
manaesp Remarks  A 12/10/14	Remarks
Employee's Signature Department Manager	Employee's Signature Department Manager

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PKII Rev. 01 / 11-24-20	111		. ITD - F - 03		PHILKOEI	INTERI	NATIONAL,	INC.
Page 1 of 1	TECHNICAL SUPPORT FORM	PK	Rev. 01 / 11-24-2	014	TECHNIC	AL SU	PPORT FO	ORM
			Page 1 of 1		1900,000,000,000,000,000			
Name Arlene Ferrer	Date: 12/11/2014			1(4)		D-4		V-
E-Mail	☐ Software Installation	Name	RIZZA CRUZ			Date:	Decemb	er 1.1 201
□ ID	☐ Transfer of Work Station	□ E-N	⁄Iail		Software Installation			
☐ Cailing Card	☐ Access to Printer	☑ ID			Transfer of Work Stat	ion		
☐ Server/File Access	☐ Others (Specify):	☐ Cal	ling Card		Access to Printer			
		☐ Ser	ver/File Access		Others (Specify):			A
	Details	-			Details			
no internet	access							
			Request fo	or Co	mpany ID of the	foll	owing	
		<u> </u>	employee.				1	
	Remarks		4 07	M2.1.			1/2	Remarks
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	4		The lates of	DC	VCIA		Apric	Porter
Ofener	Immacti	R	ZZA CRUZ			RICHA	ARD D. P	ESCADOR
Employee's Signature	Department Manager			_	-		Department	
		E	mployee's Signature				Department	i Managei
ITD	PHILKOEI INTERNATIONAL, INC.	1						
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Page 1 of 1	TECHNICAL SUPPORT FORM	PK		014			PPORT FO	
			Page 1 of 1		12011110	AL 30	FFORTFO	
ame Cherrie D. Vi	mg Date: Dec. 12. 20 14	N	11:0:2					
☐ E-Mail	Software Installation	Name	Michie Pas	_		Date:	Dee.	11,2014
	☐ Transfer of Work Station	☐ E-N		-	Software Installation			
☐ Calling Card	Access to Printer	□ ID ·			Transfer of Work Stati	ion		
☐ Server/File Access	Others (Specify): Scan downers	1	ling Card		Access to Printer			
		☐ Ser	ver/File Access		Others (Specify):	IRus	CHECE	FOR FLASH
4	Details	1			Details			
kindly send th	n 8 dre to chimapphilkoei-compt							
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	WA 15/16/100/2						1 ,	Remarks
	-0 n	J					TONE 19	711/10/1
Cooks	P. Ramos		200.					
Employee's Signature	Department Manager		more Si	_	_			
		En	nployee's Signature			Ι	Department	Manager

	PHILKOEI INTERNATIONAL, INC.	
	PKII Rev. 01 / 11-24-2014 Page 1 of 1 TECHNICAL SUPPORT FORM	PHILKOEI INTERNATIONAL, INC.  Rev. 01 / 11-24-2014  TECHNICAL CURRORY FORM
	Page 1 of 1	Rev. 01 / 11-24-2014 Page 1 of 1
19	Name Analis I D. Date: D.	
	Name Anahe A. Logue Date: Dec. 15, 70, 4  □ E-Mail □ Software Installation	Name MAKIA ANGELINE KISSES H. MONTES Date: 12-12-2014
		☐ E-Mail ☐ Software Installation
		☐ ID ☐ Transfer of Work Station
		☐ Cailing Card ☐ Access to Printer
	☐ Server/File Access ☐ Others (Specify):	☐ Server/File Access ☐ Others (Specify):
	Details	
	Set up of lemporary muching laptop	Details
	The stand weeking out to	SCAN DOCUMENT FOR
X	Remarks	819 BANGCAMORO PROJECT.
	12/5/24	Remarks DONE 12/1/2 2019
	Employee's Signature Department Manager	hoff has I ( Dollar)
	2 spanyinon manager	#mployee's Signature Department Manager
	ITD - F - 03 PHILKOEI INTERNATIONAL, INC.	. ITD - F - 03 PHILKOEI INTERNATIONAL, INC.
	Rev. 01 / 11-24-2014 Page 1 of 1  TECHNICAL SUPPORT FORM	Rev. 01 / 11-24-2014 Page 1 of 1  Rev. 01 / 11-24-2014
	Name JOSEVITO N.JOSE Date: 16 Dec - WIF	1460 100 14 15 15
		Name JOSEUTO N. JOHO Date: 16 Dec- 10/4
	☐ E-Mail ☐ Software Installation	☐ E-Mail ☐ Software Installation
	☐ ID ☐ Transfer of Work Station	☐ ID ☐ Transfer of Work Station
	☐ Calling Card ☐ Access to Printer	Calling Card Access to Printer
	☐ Server/File Access ☐ Others (Specify):	☐ Server/File Access ☐ Others (Specify):
	Details	Details
	- chock the corrupted hard drine	Link/ Connect to ICG Minter
	- check the corrupted hard drine - retrine all the file it possible	Link/ Conned 7º 100 printer
	Remarks	OK Remarks
	P. Rams	P. Rams
	Employee's Signature Department Manager	Employee's Signature Department Manager

Page 1 of 1	TECHNICAL SUPPORT FORM	ITD - F - 03 PHILKOEI INTERNATIONAL, INC.
		Rev. 01 / 11-24-2014 Page 1 of 1  TECHNICAL SUPPORT FORM
Name QUIZZAGAN, AILE	EN B. Date: 16 DEC 2014	1000
☐ E-Mail	☐ Software Installation	Name Mari A. Mign Date: /2-16-20/9
	☐ Transfer of Work Station	☐ E-Mail ☐ Software Installation
Calling Card	☐ Access to Printer	☐ ID ☐ Transfer of Work Station
☐ Server/File Access	Others (Specify):	☐ Calling Card ☐ Access to Printer
	Details	☐ Server/File Access ☐ Others (Specify):
No	INTERNET ACLESS	Details
	Mari Mess	Access to MP190 printer (man Anna's printer
	Remarks Noo!	`
	10/1	Kemarks
1 he was no -	Hothumen'	OK 2.16
Employed's Signature	Department Manager	
	Department Manager	Things - That
	10	Employee's Signature Department Manager
ITD - F - 03	PHILKOEI INTERNATIONAL, INC.	
PKII Rev. 01 / 11-24-2	TECHNICAL SUPPORT FORM	PKII ITD - F - 03 PHILKOEI INTERNATIONAL, INC.  Rev. 01 / 11-24-2014 TECHNICAL SUPPORT FORM
Page 1 of 1	, TEGINICAL SUPPORT FORM	Page 1 of 1
Name Antonette F. Che	Date: 12/17/14	Name Cherrit P. Jima Date: 2-17-2014
☐ E-Mail	Software Installation	
□ ID	☐ Transfer of Work Station	E-Mail Software Installation
☐ Calling Card	☐ Access to Printer	☐ ID ☐ Transfer of Work Station
☐ Server/File Access	☑ Others (Specify):	Calling Card Access to Printer
	Details	Server/File Access Others (Specify): access & scanner
Min not agent		Details
Can not print	Mr. Salomon's leave form	create shortcut to docucentre
9		
	Remarks	
	Remarks	Remarks
		17/00/
DAZ	RICHARD D. PESCADOR	an/s/
Employee's Signature	Department Manager	- CDV8
1	T. A.	Employee's Signature Department Manager