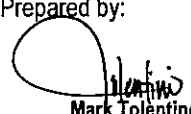

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DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
12/4/2015	BDD/JOAltomea	Access to Printer & Photocopier	Done/ 4-Dec-2015	
12/7/2015	HR/JPagorogon	Create Company Email Address & Intranet Account for Mr. Altomea	Done/ 7-Dec-2015	
12/7/2015	BDD/AMFerrer	Print Divider for Maynilad-Cavite Proposal	Done/ 7-Dec-2015	
12/10/2015	ICG/CDVitug	Increase E-mail Space Quota	Done/ 10-Dec-2015	
12/14/2015	ENG/MSSartaguda	Save files to Server	Done/ 14-Dec-2015	
12/15/2015	ENG/ABQuizzagan	Printing of Backdrop	Done/ 15-Dec-2015	
12/15/2015	ENG/ABQuizzagan	Reduce file size for the sending of Drawings	Done/ 15-Dec-2015	
12/18/2015	FIN/FDManacop	Computer Won't Boot up/Turn on	Done/ 18-Dec-2015	
12/21/2015	DC/JBMallare	Calling Card	Done/ 21-Dec-2015	
12/29/2015	DC/RMTamayo	Calling Card	Done/ 29-Dec-2015	

Prepared by:  Mark Tolentino IT Personnel	Noted by:  Brian Jose R. Fuertes IT Manager
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