	ITD - F - 01 Rev. 00 / 08-16-2014 Page 1	PHILKOEI INTERNATIONAL, INC.
		IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
1/5/2015	IT/FMP	Transfer of Work Station	Done	
1/5/2015	FINANCE/CJC	Issue one unit of Laptop	Done	
1/5/2015	HR/RDP	Scan of Flash Drive	Done	
1/6/2015	FINANCE/CJC	Program Assistance	Done	
1/6/2015	FINANCE/FDM	Internet Connection (Browser)	Done	
1/6/2015	HR/AFC	Printing Assistance	Done	
1/6/2015	ENGINEERING/FTT	Upgrade Laptop Memory	Done	Use laptop memory of RFT
1/9/2015	HR/RDP	Email Assistance	Done	
1/22/2015	ENGINEERING/KHM	Computer Assistance	Done	
1/22/2015	ICG/CDV	Computer Assistance	Done	
1/22/2015	HR/AFC	Printing Assistance	Done	
1/26/2015	ICG/AMK	Printer Access	Done	
1/26/2015	ACCOUNTING/AAR	Email Assistance	Done	
1/30/2015	HR/RHC	Printer Access	Done	

Prepared by:


IT Personnel

Noted by:


IT Manager

PKII

ITD - F - 03
Rev. 01 / 11-24-2014
Page 1 of 1

PHILKOEI INTERNATIONAL, INC.
TECHNICAL SUPPORT FORM

Name REX CARTERA

Date: January 5, 2015

- ☐ E-Mail
☐ ID
☐ Calling Card
☐ Server/File Access

- ☐ Software Installation
☐ Transfer of Work Station
☐ Access to Printer
☒ Others (Specify):

Details

One (1) unit laptop computer for QIP use
- January 12-17, 2015

Remarks

OK *[Signature]**[Signature]*

Employee's Signature

[Signature]
Department Manager

PKII

ITD - F - 03
Rev. 01 / 11-24-2014
Page 1 of 1

PHILKOEI INTERNATIONAL, INC.
TECHNICAL SUPPORT FORM

Name REX CARTERA

Date: Jan. 6, 2015

- ☐ E-Mail
☐ ID
☐ Calling Card
☐ Server/File Access

- ☐ Software Installation
☐ Transfer of Work Station
☐ Access to Printer
☒ Others (Specify):

Details

Repair of excel file (Updated Expense Account-
Timor Bldg. Projects)

Remarks

OK *[Signature]**[Signature]*

Employee's Signature

[Signature]
Ms. ANNE ROQUE
Department Manager

PKII

ITD - F - 03
Rev. 01 / 11-24-2014
Page 1 of 1

PHILKOEI INTERNATIONAL, INC.
TECHNICAL SUPPORT FORM

Name FRANCIS H. PAWMIQUE

Date: JAN. 05, 2015

- ☐ E-Mail
☐ ID
☐ Calling Card
☐ Server/File Access

- ☐ Software Installation
☒ Transfer of Work Station
☐ Access to Printer
☐ Others (Specify):

Details

* DEPLOYMENT TO I.T. DEPARTMENT AS I.T. ASSISTANT.
(TRANSFER OF CPU AND COMPUTER ACCESSORIES FROM DESIGN
CENTER TO I.T. DEPARTMENT).

Remarks

TRANSFERRED OK *[Signature]*
01/06/15*[Signature]*

Employee's Signature

[Signature]
BRIGID JOSE FUENTE
Department Manager

PKII

ITD - F - 03
Rev. 01 / 11-24-2014
Page 1 of 1

PHILKOEI INTERNATIONAL, INC.
TECHNICAL SUPPORT FORM

Name REX CARTERA

Date: Jan. 6, 2015

- ☐ E-Mail
☐ ID
☐ Calling Card
☐ Server/File Access

- ☐ Software Installation
☐ Transfer of Work Station
☐ Access to Printer
☒ Others (Specify):

Details

Repair of excel file (Updated Expense Account-
Timor Bldg. Projects)

Remarks

OK *[Signature]**[Signature]*

Employee's Signature

[Signature]
Ms. ANNE ROQUE
Department Manager

PKII

ITD - F - 03
Rev. 01 / 11-24-2014
Page 1 of 1

PHILKOEI INTERNATIONAL, INC.
TECHNICAL SUPPORT FORM

Name RICHIE PBLADOR

Date: 1/5/15

- ☐ E-Mail
☐ ID
☐ Calling Card
☐ Server/File Access

- ☐ Software Installation
☐ Transfer of Work Station
☐ Access to Printer
☒ Others (Specify):


Details

Report for virus elimination / check of flash drives
(none)

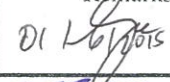

Remarks


[Signature]
Employee's Signature

Department Manager

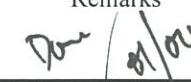
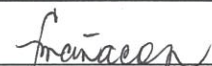
	ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM	

Name Antonette F. Chew		Date: Jan. 6, 2015
<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): Change Ink of Printer	

Details	
<p>To replace empty cartridge and make use of printer</p>	
<div style="text-align: right;"> Remarks  RICHARD D. PESCADOR Department Manager </div>	
<div style="text-align: left;">  Employee's Signature </div>	

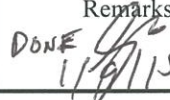

	ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM	


Name Julita Manacop		Date: Jan. 06, 2015
<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	
<p>Update of browser</p>	
<div style="text-align: right;"> Remarks  Department Manager </div>	
<div style="text-align: left;">  Employee's Signature </div>	


	ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM	

Name RICHARD D. PESCADOR		Date: 1/9/15
<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 type="checkbox"/> Others (Specify):	

Details	
<p>Receiving of e-mails</p>	
<div style="text-align: right;"> Remarks DONE  Department Manager </div>	
<div style="text-align: left;">  Employee's Signature </div>	

	ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM	

Name FRUMENCIO T. TAGULINAD		Date: 06-JAN-2014
<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	
<p>UPGRADE LAPTOP MEMORY FR. 2GB TO 8GB (FR. RET'S LAPTOP)</p>	
<div style="text-align: right;"> Remarks OK </div>	
<div style="text-align: left;">  Employee's Signature </div>	
<div style="text-align: right;"> Department Manager </div>	

PKII ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM

Name <u>Cherrie D. V. Iyig</u>		Date: <u>1/22/15</u>
<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 <u>check microsoft outlook</u> <u>as there's send/receive error</u>		Remarks <u>OK</u>
---	--	----------------------

WVY
 Employee's Signature

P. Ramos
 Department Manager

PKII ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM

Name <u>MARIA ANGELENE KISSES H. MONTES</u>		Date: <u>01-22-2014</u>
<input 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 type="checkbox"/> Others (Specify):	

Details <u>RECOVER CAD FILE FROM 007 - NETWORK</u> <u>(150113_S_19 Truss Diagram 1 of 2)</u>		Remarks <u>Done 01/22/14</u>
--	--	---------------------------------

[Signature]
 Employee's Signature

[Signature]
 Department Manager

PKII ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM

Name <u>MONETTE KOTIMA / ICG</u>		Date: <u>JAN 26, 2015</u>
<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 checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Details <u>DESKJET PRINTER</u>		Remarks <u>OK 01/24/2015</u>
-----------------------------------	--	---------------------------------

MONETTE KOTIMA
 Employee's Signature

P. Ramos
 Department Manager

PKII ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM

Name <u>Antonette F. Chew</u>		Date: <u>1/22/15</u>
<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 checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Details <u>cannot print</u>		Remarks <u>DONE 22/01/2015</u>
--------------------------------	--	-----------------------------------

[Signature]
 Employee's Signature

RICHARD D. PESCADOR
 Department Manager

PKII ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM

Name <u>RIZA CMZ</u>		Date: <u>Jan- 30, 2015</u>
<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 checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Details	
Access to Printer	
<div style="text-align: right;"> Remarks <u>DONE 1-30-15</u> </div>	

 Employee's Signature

 Department Manager

PKII ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM

Name <u>Anasie A. Rogue</u>		Date: <u>1/26/15</u>
<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	
Configuration	
<div style="text-align: right;"> Remarks <u>DONE 1/26/15</u> </div>	

 Employee's Signature

 Department Manager