

## IT SERVICE LOGSHEET

[illegible]

Prepared by:

*[Signature]*  
IT Personnel

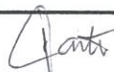
Noted by:

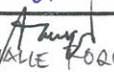
  
IT Manager

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

Name <b>REX CARTERA</b>		Date: <b>May 20, 2015</b>
<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	
Request for one (1) unit lap-top computer for project use (QIP-CCDP-B) - trip to Zamboanga May 25 - June 2, 2015	Remarks <i>OK</i>

  
 Employee's Signature

  
 MS ANALLE ROQUE  
 Department Manager

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

Name <b>Mary Ann Castañares</b>		Date: <b>May 5, 2015</b>
<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	
Cannot access the printer - HP office jet K series	Remarks POKS 03-05.2015

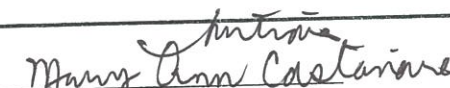
  
 Mary Ann Castañares  
 Employee's Signature

  
 MS ANALLE ROQUE  
 Department Manager

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

Name <b>Mary Ann Castañares</b>		Date: <b>May 21, 2015</b>
<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	
Cannot access the DocuCentre-IV printer. 152 1	Remarks

  
 Mary Ann Castañares  
 Employee's Signature

  
 MS ANALLE ROQUE  
 Department Manager

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

Name MICHELLE S. ABLAN		Date: MAY 28, 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 type="checkbox"/> Others (Specify):	

Details	
Request to access Inventory folder in Philkoei-005	
Remarks	

  
 Employee's Signature

  
 Department Manager

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

Name ANGIE		Date: May 28 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	
Interview pending	
Remarks	

  
 Employee's Signature

  
 Department Manager