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PHILKOEI INTERNATIONAL, INC.

IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
8/27/2014	ENGINEERING/FBB	Server Access	Done	
8/28/2014	ACCOUNTING/GER	Transfer of Work Station, Printer Access	Done	
9/1/2014	ACCOUNTING/GER	Setup Email, Server Access, Printer Access	Done	
9/1/2014	HR/RHC	Setup Email, ID	Done	
9/9/2014	BDD/AMF	Setup computer	Done	,
9/12/2014	ENGINEERING/FBB	Transfer of Work Station	Done	
9/16/2014	HR/RHC	Setup Email, ID	Done	
9/17/2014	ACCOUNTING/KBC	Internet Access	Done	
9/19/2014	BDD/PSR	Software Installation	Done	
9/29/2014	HR/RHC	Setup computer	Done	
10/1/2014	HR/RHC	Setup Email, ID	Done	
10/2/2014	ACCOUNTING/KBC	Server Access	Done	
10/3/2014	ENGINEERING/FBB	Pc Repair	Done	
10/6/2014	BDD/AMF	Printing Assistance	Done	,
10/13/2014	HR/AFC	Setup computer	Done	
10/21-23/2014	ENGINEERING/ABQ	Printing Assistance	Done	
10/23/2014	ENGINEERING/KAS	Software Installation	Done	

Prepared by:

T Personnel

Noted by:

IT Manager

ITD - F - 03	PHILKOEI INTERNATIONAL, INC.	ITD - F - 03 PHILKOE	EI INTERNATIONAL, INC.
PKII Rev. 00 / 08-16-2014	IT REQUEST FORM - Support	Pey 00 / 08 16 2014	JEST FORM - Support
Page 1 of 1		Page 1 of 1	JEST FORM - Support
Name Colly E- R		Name FRANCISCO B. BALTAZÁR, JR.	Date: 08/27/2014
	Software Installation	☐ E-Mail ☐ Software Installation	
☐ ID ☐ Calling Card ☐	Transfer of Work Station Access to Printer	☐ ID ☐ Transfer of Work Sta	tion
Server/File Access	Others (Specify):	☐ Calling Card ☐ Access to Printer	\
— Belveri no recess		Server/File Access	
	Details	Details	
- ACCESS P	DOWNER	ACCESS PHILKOEL - 000	e
	7		A thomas
Employee's Signature	Department Manager	Employee's Signature	Department Manager
ITD - F - 03	PHILKOEI INTERNATIONAL, INC.	ITD - F - 03 PHILKOI	EI INTERNATIONAL, INC.
PKII Rev. 00 / 08-16-201	A	PAY 00 / 08 16 2014	JEST FORM - Support
Page 1 of 1	IT REQUEST FORM - Support	Page 1 of 1	
NI	Data	Name Collin F NAME	Date: 5/2 + 1 201//
Name Rizza Cruz	Date: Sept 1, 2014 Software Installation	Name E-Mail Software Installation	WN 110019
□ ID	☐ Transfer of Work Station	☐ ID ☐ Transfer of Work Sta	
☐ Calling Card	☐ Access to Printer	☐ Calling Card ☐ Access to Printer	\
☐ Server/File Access	Others (Specify):	Server/File Access	
	Details	Details	
	lowing new employee:	Accounting PRIMER	
2. Glaiza A	Shei V. Ramirez - employee no. 628 . Rivera - employee no. 629		\
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- Dent	zae	Twi 4. Rly	4
()	RICHARD D. PESCADOR	Employee's Signature	Department Manager

	ITD - F - 03		PHILKOEI INT	ERNATIONAL, INC	
PKII	Rev. 00 / 08-16-2014		IT REQUEST	FORM - Suppor	t
	Page 1 of 1				
Name FRAM	CISCO B. BALTA	248	JR Date	: 09/12/204	
☐ E-Mail			vare Installation	01/10/11	
	E	/	fer of Work Station		
☐ Calling C	ard		ss to Printer		\
☐ Server/Fi			s (Specify):		
			Details	***************************************	
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Employe	ee's Signature		2	Department Ma	nager
	ITD - F - 03		PHILK	DEI INTERNATION	AL, INC.
·· PK		2014		QUEST FORM - S	
	Page 1 of 1				аррот
Name	VATHERINE !	B. C	we	Date: Sat	17 20/10
Z E-N			Software Installatio	- 4/0	17 7017
			Transfer of Work S		
	ling Card		Access to Printer	Sauvu	
8	ver/File Access		Others (Specify):		
			Details	-	
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DATE OF THE PARTY	NV WOULD	CV .	is our		
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E-MERCHANIC CO.					/ N'
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. — Fi	ployee's Signature			Danauta	ent Manager
11	The year orginature			Departm	ent Manager

ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
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Page 1 of 1	CALL.
Name Arlene Ferre	Date: 09 / 09 / 14
□ E-Mail □ ID □ Calling Card □ Server/File Access	☐ Software Installation ☐ Transfer of Work Station ☐ Access to Printer ☐ Others (Specify): Set up new desktop
	Details
MS OFFICE	AND FORMAT
	C. Ju.
Employee's Signature	Department Manager
ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
PKII Rev. 00 / 08-16-201 Page 1 of 1	
Name PIZZA CWZ	Date: Sept. 16, 2014
E-Mail ID Calling Card Server/File Access	☐ Software Installation ☐ Transfer of Work Station ☐ Access to Printer ☐ Others (Specify):
	Details
Janna Ph	gheia V. Laurora - Employee # 6,30
Employee's Signature	RICHAMD D. DES CADO P Department Manager

ITD - F - 03	PHILKOEI INTERNATIONAL, INC.	· TD - F - 03	PHILKOEI INTERNATIONAL, INC.
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Name RIZZA CW Z	Date: September 29, 2014	Name Pauline Shei V.	Raminer Date: Sept. 19, 2014
E-Mail	Software Installation	☐ E-Mail	Software Installation
	Transfer of Work Station		☐ Transfer of Work Station
☐ Calling Card	Access to Printer	☐ Calling Card	☐ Access to Printer
Server/File Access	Others (Specify): 1 set of Computer	☐ Server/File Access	Others (Specify):
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	Details	Thunderbird Installat	
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Employee's Signature	RICHAMO D. PESCAPOR Department Manager	Employee's Signature	Department Manager
ITD - F - 03	PHILKOEI INTERNATIONAL, INC.	4).	
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N MATHEMATE D		Tage For T	
Name KATHERINE B.	Chuz Date: Oct. 2 2014	Name R1274 Cn	Date: Oct. 1, 2014
☐ E-Mail ☐ ID	Software Installation	E-Mail	☐ Software Installation
	☐ Transfer of Work Station	Ø ID	☐ Transfer of Work Station
	Access to Printer	☐ Calling Card	☐ Access to Printer
Server/File Access	U Others (Specify):	☐ Server/File Access	Others (Specify):
	Details		Details
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people of	The property of	to the following	lowing new employee:
Jew.			F. Chew # 631
	/ p-	a) michelle	Rañosa # 632
1 M	they !	(A) Th	BICHARD O. PESCA
Employee's Signature	Department Manager	FIs Ciarries	TATOMANO O , VESCA

19, 2014

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Page 1 of 1	
Name Arlene Ferrer	Date: 10/06/2014
☐ E-Mail	☐ Software Installation \
	☐ Transfer of Work Station
☐ Calling Card	☐ Access to Printer
☐ Server/File Access	Others (Specify): Printing Jab (Dowcenter)
	Details
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Employee's Signature	Jonney
Employee's Signature	Department Manager
PKII ITD - F - 03 Rev. 00 / 08-16-2014	PHILKOEI INTERNATIONAL, INC.
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i age i oi i	
Name QUIZZAGAN, AILEE	S B. Date: OCT. 21 - 23, 2014
☐ E-Mail	☐ Software Installation
	☐ Transfer of Work Station
☐ Calling Card	☐ Access to Printer
☐ Server/File Access	Others (Specify):
	Details
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	Ammin (v)
About Take	Department Manager

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	Trage For F		4,204		
Name FRAN	CISCO B. BALT	A71	AR UR. Date:	10/03/2014	
☐ E-Mail	75		Software Installation	,	
	1		Transfer of Work Station		\
Calling C			Access to Printer		`
☐ Server/Fil	e Access	4	Others (Specify):		
			Details		
	PC	CF	REGISTRY DIAGNOSTI	C	
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	and b				
Employe	ee's Signature			Department Manag	ger
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	ir age 1011				
Name Ant	onette F. Chew		Date:	004-13,2014	
☐ E-Mail			Software Installation		
□ ID			Transfer of Work Station		
Calling Ca			Access to Printer		
Server/File	e Access		Others (Specify):		
			Details		
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Employe	e's Signature		<i>R</i> ,	Chard D. Pescade Department Manag	
Embiose	e a Signature			Department Manag	,01

PKII	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
PAIL	Rev. 00 / 08-16-2014 Page 1 of 1	IT REQUEST FORM - Support
☐ E-Mail☐ ID☐ Calling C		Software Installation Transfer of Work Station Access to Printer Others (Specify):
		Details
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1,		100

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