

	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
05/06/2017	HR/MMacadangdang	Transfer to Work Station and Network Access for Mitzi P. Politico	Done/06-June-2017	
06/06/2017	MRT 7 - Structural	Assistance in Fixing Mr. Danny's Word Excel Software	Done/06-June-2017	
07/06/2017	MRT 7 - Architectural	Assistance in Switching Sir Mike's CPU to Luis' CPU	Done/07-June-2017	
08/06/2017	MRT 7 - Architectural	Assistance in Rebooting CAD software in Arch. Mike's PC unit	Done/08-June-2017	
09/06/2017	MRT 7 - Architectural	Assistance in Sketch up software as per Arch. Mike	Done/09-June-2017	
14/06/2017	MRT 7 - Architectural	Assistance in Printing Architectural Design Drawings in A3 sized sheets - colored	Done/14-June-2017	
15/06/2017	MRT 7 - Architectural	Assistance in Uploading Architectural files to Google Drive	Done/15-June-2017	
18/06/2017	DCG	Calling Card	Done/18-June-2017	
19/06/2017	MRT 7 - Architectural	Assistance in Thunderbird mailbox expansion for Mr. Jolo	Done/19-June-2017	
20/06/2017	HR/MPPolitico	Biometrics Registration for Roshane Aquino	Done/20-June-2017	
21/06/2017	Eng./FRCalinog	Installation of AutoCAD and STAAD	Done/21-June-2017	
6/22/2017	Eng./JKPagorogon	Additional Limit for Colored Printing	Done/22-June-2017	
28/06/2017	HR/MPPolitico	Network Access and E-mail for Ms. Roshane Manalili Aquino	Done/28-June-2017	
29/06/2017	HR/MPPolitico	Access to Printer - DocuCentre	Done/29-June-2017	
29/06/2017	HR/MMacadangdang	Access to Printer - PKII & Toshiba	Done/29-June-2017	

Prepared by:



Island Julian

IT Personnel

Noted by:



Brian Jose R. Fuertes

IT Manager

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.	
	TECHNICAL SUPPORT FORM		
NAME: Maria Miracle P. Litimco		DATE: 07 June 2017	
DEPARTMENT: MRT 7 - Architectural			
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify):	
Details / Remarks		Request Monitoring	
Assistance in switching Sir Mike's CPU to Luis' CPU. Note: As per Sir Mike, Luis needed faster CPU than him so he recommended / suggested to just switch the CPUs.		Received by: MPPolitico	
		Date Received: 07-JUNE-2017	
		Action Taken	
		<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
		Requestee's Confirmation/Acknowledgement	
Date: 07 June 2017		Signature: [Signature]	
Employee's Signature: [Signature]		Department Manager/Supervisor: [Signature]	

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.	
	TECHNICAL SUPPORT FORM		
NAME: MARK ISAAC Macadongdong		DATE: 5 June 2017	
DEPARTMENT: [Blank]			
<input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input checked="" type="checkbox"/> Transfer of Work Station		<input checked="" type="checkbox"/> Network/Server/File Access <input checked="" type="checkbox"/> E-Mail / (for HR Manager's Approval) [Signature] <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify): set-up work station	
Details / Remarks		Request Monitoring	
Employee no. 700 Employee name: Mitzi Angela P. Politico Immacadongdong will transfer to Afchew the Afchew's computer will be used by MPPolitico.		Received by: ISLAND JULIAN	
		Date Received: 10/5/17	
		Action Taken	
		<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
		Requestee's Confirmation/Acknowledgement	
Date: [Blank]		Signature: [Blank]	
Employee's Signature: [Signature]		Department Manager/Supervisor: RICHARD D. PESLADOR	

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.	
	TECHNICAL SUPPORT FORM		
NAME: Maria Miracle Litimco		DATE: 08 June 2017	
DEPARTMENT: MRT 7			
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify):	
Details / Remarks		Request Monitoring	
Assistance in rebooting CAD software in Arch. Mike's PC unit		Received by: NATHAN	
		Date Received: 6-JUNE-2017	
		Action Taken	
		<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
		Requestee's Confirmation/Acknowledgement	
Date: 06/06/17		Signature: [Signature]	
Employee's Signature: [Signature]		Department Manager/Supervisor: [Signature]	

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.	
	TECHNICAL SUPPORT FORM		
NAME: Maria Miracle P. Litimco		DATE: 06 June 2017	
DEPARTMENT: MRT 7 - Structural			
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify):	
Details / Remarks		Request Monitoring	
Assistance in fixing Mr. Danny's Word & Excel software.		Received by: ISLAND JULIAN	
		Date Received: 4/6/17	
		Action Taken	
		<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
		Requestee's Confirmation/Acknowledgement	
Date: 06 June 2017		Signature: [Signature]	
Employee's Signature: [Signature]		Department Manager/Supervisor: [Signature]	

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.	
	TECHNICAL SUPPORT FORM		
NAME: Maria Miracle P. Litimco		DATE: 15 June 2017	
DEPARTMENT: MRT-7 (Archi.)			
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) <input checked="" type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):	
Details / Remarks		Request Monitoring	
Assistance in uploading architectural files to google drive.		Received by: RAND JULLIAN	
		Date Received: 16/15/17	
		Action Taken	
		<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
		Requestee's Confirmation/Acknowledgement	
Date: 15 June 2017		Date: 15 June 2017	
Signature: [Signature]		Signature: [Signature]	
Employee's Signature		Department Manager/Supervisor	

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.	
	TECHNICAL SUPPORT FORM		
NAME: Maria Miracle P. Litimco		DATE: 09 June 2017	
DEPARTMENT: MRT-7 Architectural			
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify):	
Details / Remarks		Request Monitoring	
Assistance in sketch up software as per Arch. Mike		Received by: RAND JULLIAN	
		Date Received: 09/06/17	
		Action Taken	
		<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
		Requestee's Confirmation/Acknowledgement	
Date: 09 June 2017		Date: 09 June 2017	
Signature: [Signature]		Signature: [Signature]	
Employee's Signature		Department Manager/Supervisor	

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.	
	TECHNICAL SUPPORT FORM		
NAME: Maria Miracle P. Litimco		DATE: 19 June 2017	
DEPARTMENT: MRT-7 - Archi.			
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify):	
Details / Remarks		Request Monitoring	
Assistance in thunder bird (email-add.) mailbox expansion for Mr. Udo.		Received by: RAND JULLIAN	
		Date Received: 6/19/17	
		Action Taken	
		<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
		Requestee's Confirmation/Acknowledgement	
Date: 19 June 2017		Date: 19 June 2017	
Signature: [Signature]		Signature: [Signature]	
Employee's Signature		Department Manager/Supervisor	

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.	
	TECHNICAL SUPPORT FORM		
NAME: Maria Miracle P. Litimco		DATE: 14 June 2017	
DEPARTMENT: MRT-7 - Architectural			
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify):	
Details / Remarks		Request Monitoring	
Assistance in printing Architectural Design Drawings in A3 sized sheets - colored submittals • Substitutions - 27 sheets • O&M building - 18 sheets		Received by: RAND JULLIAN	
		Date Received: 6/14/17	
		Action Taken	
		<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
		Requestee's Confirmation/Acknowledgement	
Date: 06/14/17		Date: 06/14/17	
Signature: [Signature]		Signature: [Signature]	
Employee's Signature		Department Manager/Supervisor	

PKII ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	
NAME: <u>Jessie Pagoragon</u>		DATE: <u>22 June 2017</u>
DEPARTMENT: <u>ENG AND DESIGN</u>		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify):
Details / Remarks Request for additional limit for colored printing. (MRT-1 PROJECT) from 6000 to 8000		Request Monitoring Received by: <u>ISLAND JULIAN</u> Date Received: <u>6/22/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>6/22/17</u> Signature <u>[Signature]</u>
Employee's Signature <u>[Signature]</u>		Department Manager/Supervisor <u>[Signature]</u>

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NAME: <u>MITZI POLITICO</u>		DATE: <u>06/20/2017</u>
DEPARTMENT: <u>HR</u>		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks Kindly register Ms. Roshane Aquino in Biometrics and door access.		Request Monitoring Received by: <u>ISLAND JULIAN</u> Date Received: <u>6/20/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>6/20/2017</u> Signature <u>[Signature]</u>
Employee's Signature <u>[Signature]</u>		Department Manager/Supervisor <u>[Signature]</u>

PKII ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	
NAME: <u>MITZI POLITICO</u>		DATE: <u>06/24/2017</u>
DEPARTMENT: <u>HR</u>		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input checked="" type="checkbox"/> Network/Server/File Access <input checked="" type="checkbox"/> E-Mail / (for HR Manager's Approval) <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks Roshane Maralili Aquino Employee No. 701		Request Monitoring Received by: <u>ISLAND JULIAN</u> Date Received: <u>6/20/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>6/20</u> Signature <u>[Signature]</u>
Employee's Signature <u>[Signature]</u>		Department Manager/Supervisor <u>RICHARD D. PESCADOR</u>

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NAME: <u>FLORENZ JUSTIN R. CALINOG</u>		DATE: <u>JUNE 21, 2017</u>
DEPARTMENT: <u>ENGINEERING</u>		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input checked="" type="checkbox"/> Software Installation (AUTOCAD LT & STAAD) <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks * INSTALLED AUTOCAD LT & STAAD		Request Monitoring Received by: <u>ISLAND JULIAN</u> Date Received: <u>6/21/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>JUNE 21, 2017</u> Signature <u>[Signature]</u>
Employee's Signature <u>[Signature]</u>		Department Manager/Supervisor <u>[Signature]</u>

PKII	ITD - F - 03 Rev. 04 / 12-06-2016. Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM	
NAME: <u>Mitzi Polanco</u>		DATE: <u>06/29/2017</u>
DEPARTMENT: <u>HR</u>		
<input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify): _____
Details / Remarks		Request Monitoring
<u>DocuCentre - colored</u>		Received by: <u>ISLAND JULIAN</u> Date Received: <u>6/29/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: _____ Requestee's Confirmation/Acknowledgement Date <u>6/29</u> Signature _____

Employee's Signature

RICHARD D. PESCADOR
Department Manager/Supervisor

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM	
NAME: <u>Manko Macdonald</u>		DATE: <u>29 June 2017</u>
DEPARTMENT: <u>HR</u>		
<input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify): _____
Details / Remarks		Request Monitoring
<u>I am having trouble in these printers:</u> <u>PKII & Toshiba</u>		Received by: <u>ISLAND JULIAN</u> Date Received: <u>6/29/17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: _____ Requestee's Confirmation/Acknowledgement Date _____ Signature _____

Employee's Signature

Department Manager/Supervisor