



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


| DATE | DEPARTMENT/ PROJECT | DETAILS OF IT ACTIVITY | STATUS | REMARKS |
|-----------|------------------------|---|------------------------|---------|
| 4/7/2016 | HR/AFCheW | Monitor Display Problem | Done/ 7-April-2016 | |
| 4/11/2016 | ENG/JBMallare | Calling Card | Done/ 11-April-2016 | |
| 4/13/2016 | ICG/CDVitug | ID, Calling Card | Done/ 13-April-2016 | |
| 4/13/2016 | ICG/AMKojima | Calling Card | Done/ 13-April-2016 | |
| 4/20/2016 | ENG/ABQuizzagan | File Upload | Done/ 20-April-2016 | |
| 4/20/2016 | BDD/JOAltomea | Calling Card | Done/ 20-April-2016 | |
| 4/25/2016 | HR/AFCheW | Email, Server Access, Printer Access to new employee (JPVillamin) | Done/ 25-April-2016 | |
| 4/29/2016 | FIN/AARoque | Format Document | Done/ 29-April-2016 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Prepared by:



Mark Carpio
IT/Personnel

Noted by:



Brian Jose R. Fuertes
IT Manager

| | |
|--|---|
| PKII ITD - F - 03 Rev. 02 / 10-14-2015 Page 1 of 1 | PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM |
| | |

| | | |
|---|---|-----------------------------|
| Name MONETTE KOJIMA | | Date: APRIL 13, 2016 |
| <input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input checked="" 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 | | Action Taken |
|---|--|---|
| ALMA TERESA "MONETTE" KOJIMA # 0998 887 0549 amkojima@philkoei.com.ph 534 - 0338 | | <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: NATHAN - 4-13-2016 Performed By / Date: |

 Employee's Signature
  Department Manager/Supervisor

| | |
|--|---|
| PKII ITD - F - 03 Rev. 02 / 10-14-2015 Page 1 of 1 | PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM |
| | |

| | | |
|--|---|----------------------------|
| Name Cherrie D. Vitug | | Date: Apr. 13, 2016 |
| <input type="checkbox"/> E-Mail <input checked="" type="checkbox"/> ID <input checked="" 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 | | Action Taken |
|---|--|--|
| updating of ID and business card. business card only | | <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: NATHAN - 04-13-2016 Performed By / Date: |

 Employee's Signature
  Department Manager/Supervisor

| | |
|--|---|
| PKII ITD - F - 03 Rev. 02 / 10-14-2015 Page 1 of 1 | PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM |
| | |

| | | |
|--|--|----------------------------|
| Name Antoinette F. Chew | | Date: April 7, 2016 |
| <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 | | Action Taken |
|-----------------------|--|--|
| Monitor became blurry | | <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: MARK C. / 04-7-2016 Performed By / Date: |

 Employee's Signature
  **RICHARD D. ESCADOR**
 Department Manager/Supervisor

| | |
|--|---|
| PKII ITD - F - 03 Rev. 02 / 10-14-2015 Page 1 of 1 | PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM |
| | |

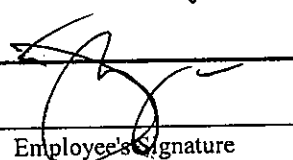
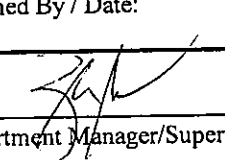
| | | |
|---|---|-----------------------------|
| Name Jesusa B. Mallan | | Date: April 11, 2016 |
| <input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input checked="" type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access | <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify): | |

| Details | | Action Taken |
|-------------------------|--|--|
| 50 pcs. same details | | <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: NATHAN - 04-11-2016 Performed By / Date: |




| | | |
|------|--|--|
| PKII | ITD - F - 03 02 / 10-14-20 Page 1 of 1 | PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM |
|------|--|--|

| | | |
|---|---|-------------------------|
| Name: <u>Thelma Gutierrez</u> | | Date: <u>04/20/2016</u> |
| <input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input checked="" 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 | | Action Taken |
|---|--|---|
| or Ms. Dirlina Mercado UCA project on disaster & climate resilience | | <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN - 04-20-2016</u> Performed By / Date: |
| Employee's Signature:  | | Department Manager/Supervisor:  |

| | | |
|------|--|--|
| PKII | ITD - F - 03 02 / 10-14-20 Page 1 of 1 | PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM |
|------|--|--|

| | | |
|--|---|----------------------------|
| Name: <u>QUIZAGAN, AILEEN B.</u> | | Date: <u>20 APRIL 2016</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): <u>ATTACHMENTS</u> | |

| Details | | Action Taken |
|---|--|---|
| EMAIL ATTACHMENTS - Request for a link | | <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN - 04-20-2016</u> Performed By / Date: |

| | |
|---|--|
| Employee's Signature:  | Department Manager/Supervisor:  |
|---|--|

| | | |
|------|--|--|
| PKII | ITD - F - 03 02 / 10-14-20 Page 1 of 1 | PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM |
|------|--|--|

| | | |
|--|--|------------------------|
| Name: <u>ANALIE A. ROSAS</u> | | Date: <u>4/29/2016</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 | | Action Taken |
|-----------------|--|--|
| FORMAT DOCUMENT | | <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN - 4-29-2016</u> Performed By / Date: |

| | |
|---|---|
| Employee's Signature:  | Department Manager/Supervisor:  |
|---|---|

| | | |
|------|--|--|
| PKII | ITD - F - 03 02 / 10-14-20 Page 1 of 1 | PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM |
|------|--|--|

| | | |
|---|--|-----------------------------|
| Name: <u>Antonette F. Chen</u> | | Date: <u>April 25, 2016</u> |
| <input checked="" type="checkbox"/> E-Mail <input checked="" 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 checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify): | |

| Details | | Action Taken |
|--|--|--|
| Jaimie Villamin - USB • Biometrics • E-mail • Internet • Down Center • Work station set up (among computer??) | | <input type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN - 04-25-2016</u> Performed By / Date: |

| | |
|---|--|
| Employee's Signature:  | Department Manager/Supervisor:  |
|---|--|