
	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
03/01/2017	HR/MMacadangdang	Access to Printer, Biometrics Registration, Network/Server/File Access, E-mail, Door Lock and Set-up Work Station for Jessica Cruz, Jessa Bodaño & Florez Calinog	Done/ 01-Mar-2017	
03/09/2017	MRT 7 - Structural & Architectural	Transfer of Work Station of Jessa Bodaño	Done/ 10-Mar-2017	
03/14/2017	HR/Mmacadangdang	Biometrics Registration and Door Lock Access for Christopher Bernardino	Done/ 14-Mar-2017	
03/15/2017	MRT 7 - Architectural	Network/Server/File Access	Done/ 15-Mar-2017	
03/16/2017	MRT 7 - Structural	Desktop/Computer not working	Done/ 16-Mar-2017	
03/16/2017	Eng./OMortiz	Transfer of Work Station	Done/ 16-Mar-2017	
03/16/2017	MRT 7 - Architectural	Password in Autocad	Done/ 16-Mar-2017	
03/16/2017	MRT 7 - Architectural	File Download in RAR	Done/ 16-Mar-2017	
03/17/2017	HR/MMacadangdang	Access to Printer, Biometrics Registration, Network/Server/File Access, E-mail, Door Lock and Set-up Work Station for Kimberly Santos, Myra Daydante & Dominador Anain	Done/ 18-Mar-2017	
03/17/2017	MRT 7 - Architectural	Set-up Computer & Assistance in Google Drive	Done/ 20-Mar-2017	
03/20/2017	MRT 7 - Structural & Architectural	Transfer of Work Station	Done/ 20-Mar-2017	
03/20/2017	Eng./RQDanguilan	E-mail	Done/ 20-Mar-2017	
03/21/2017	BDD/RGCastillo	Calling Card	Done/ 21-Mar-2017	
03/23/2017	MRT 7 - Architectural	Transfer of Work Station	Done/ 23-Mar-2017	
03/23/2017	MRT 7 - Architectural	Assistance in Architectural Design Drawings Submittals	Done/ 23-Mar-2017	
03/24/2017	MRT 7 - Structural	Network/Server/File Access for Michihiro Abe	Done/ 24-Mar-2017	
03/24/2017	MRT 7 - Architectural	Network/Server/File Access, Transfer of Work Station of Kimberly Santos, Assistance in Printing Archi. Submittals & google drive	Done/ 24-Mar-2017	
03/27/2017	Eng./DFVivar	Calling Card, Software Installation, Resolve Quota Issue in PC unit	Done/ 27-Mar-2017	
03/27/2017	Eng./Sgagno	Software Installation (PDFSAM)	Done/ 27-Mar-2017	
03/27/2017	MRT 7 - Architectural	Assistance in Google Drive	Done/ 27-Mar-2017	
03/28/2017	MRT 7 - Structural & Architectural	Network/Server/File Access for Abe, Melanie & Joel	Done/ 28-Mar-2017	

Prepared by:


Mark Carpio
IT Personnel

Noted by:


Brian Jose R. Fuertes
IT Manager

PKII ITD - F - 06-2016 Rev. 04 12-06-2016 Page 1 of 1	PHILKOP INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	
NAME: <u>Mark Joshua Maladangdang</u> DEPARTMENT: <u>HR</u>		DATE: <u>March 1, 2017</u>
<input checked="" 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 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 checked="" type="checkbox"/> Others (Specify): <u>Set-up workstation, Door lock Access</u>
Details / Remarks		Request Monitoring
Employee Employee # Position Jessica Cruz 684 Jr. C.E. / ICG Jessica Bodiano 685 CAD operator Florez Calinog 686 Jr. C.E. / ICG		Received by: <u>NANTAN</u> Date Received: <u>03/01/2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: _____
		Requestee's Confirmation/Acknowledgement Date <u>March 1, 2017</u> Signature <u>[Signature]</u>

[Signature]
Employee's Signature

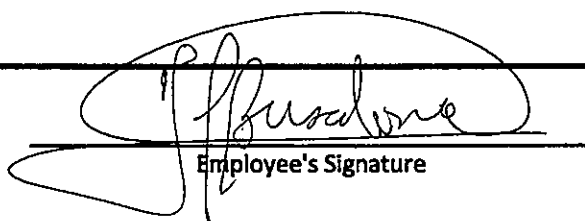
[Signature]
Department Manager/Supervisor

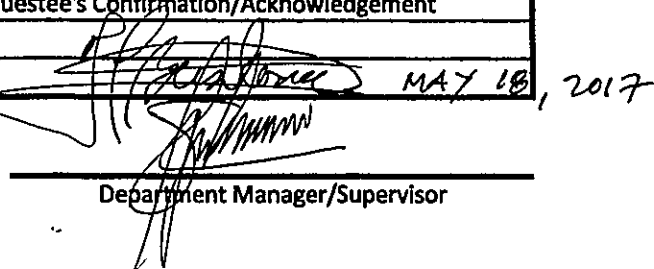
PKII ITD - F - 06-2016 Rev. 04 12-06-2016 Page 1 of 1	PHILKOP INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	
NAME: <u>Maria Milade P. Litimin</u> DEPARTMENT: <u>MRT 7 - Structural/Architectural</u>		DATE: <u>09 March 2017</u>
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input checked="" 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
Transfer of computer unit of Ms. Jessica Bodiano (CAD Operator) from PKII (17th flr.) to MRT-7 (19th Flr.).		Received by: <u>NANTAN</u> Date Received: <u>MAR 9 2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: _____
		Requestee's Confirmation/Acknowledgement Date <u>10 March 2017</u> Signature <u>[Signature]</u>

[Signature]
Employee's Signature

[Signature]
Department Manager/Supervisor

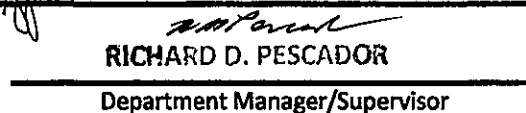
PKII ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	
NAME: <u>Ferdinand Josefa P. Bersalio</u>		DATE: <u>March 14, 2017</u>
DEPARTMENT: <u>MRT-7 (CAD)</u>		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> 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 <u>SLOW PROCESSING OF DRAWING FILES</u>		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>3-14-2017</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


 MAY 18, 2017
 Department Manager/Supervisor

PKII ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	
NAME: <u>Mark Joshua Macabenglang</u>		DATE: <u>March 14, 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 checked="" type="checkbox"/> Others (Specify): <u>Door lock access</u>
Details / Remarks Employee name: <u>Christopher A. Bernardino</u> <u>HR Driver</u> Employee #: <u>081</u>		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>03/14/2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date <u>14 March 2017</u> Signature _____


 Employee's Signature


 RICHARD D. PESCADOR
 Department Manager/Supervisor

PKII	ITD - F - () Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: JESSA B. BODANTE DEPARTMENT: MAT-7 - Archi.		DATE: 3/15/2017
<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 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 Mark/Nathan Please facilitate asap. to meet submission deadline tomorrow. Thanks NIMES		Request Monitoring Received by: NATHAN Date Received: MAR - 15 - 2017 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date 03/15/2017 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: Anna Vanessa D. Samonte DEPARTMENT: MAT-7 -		DATE: 16 March 2017
<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): PC shuts down automatically
Details / Remarks Desktop computer not working		Request Monitoring Received by: MPOUARD Date Received: 16 - March - 2017 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date 16 MARCH - 2017 Signature


 Employee's Signature


 Department Manager/Supervisor

PKII	ITD - F - Rev. 04 / 12-06-2016 Page 1 of 1	PHILKO INTER ONAL, INC. TECHNICAL SUPPORT FORM
NAME: OLIVER JOHN M. ORTIZ		DATE: 3/16/17
DEPARTMENT: DC		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input checked="" 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
For Efficiency of Work		Received by: <i>[Signature]</i> Date Received: 3/16/17 Action Taken: <i>Swiftly</i> <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement
		Date 3/16/17 Signature <i>[Signature]</i>

Employee's Signature

Department Manager/Supervisor

PKII	ITD - F - Rev. 04 / 12-06-2016 Page 1 of 1	PHILKO INTER ONAL, INC. TECHNICAL SUPPORT FORM
NAME: LUIS P. VILLEGAS		DATE: 3/16/17
DEPARTMENT: ARCHITECTURAL / MKT		
<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): Regarding password in Autocad
Details / Remarks		Request Monitoring
		Received by: <i>Nathaniel Carpio</i> Date Received: 3/16/17 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement
		Date 3/16/17 Signature <i>Luis P. Villegas</i>

Employee's Signature

Department Manager/Supervisor

PKII	ITD - F - 01 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOF INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: MARIA MIRACLE P. LITIMCO		DATE: 16 March 2017
DEPARTMENT: MAT - 7 - ARCH		
<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 checked="" type="checkbox"/> File Download/Uploading RAR <input type="checkbox"/> Others (Specify):
Details / Remarks Sir Mark/Nathan, KINDLY DOWNLOAD THIS MORNING ASAP, WE HAVE TO OPEN DOCUMENTS IN .RAR FOLDER. THANKS, KAY		Request Monitoring Received by: NATHAN Date Received: MAR 16 2017 Action Taken <input checked="" type="checkbox"/> Accomplished (a 9:46 A.M.) <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
Requestee's Confirmation/Acknowledgement Date 16 March 2017 Signature <i>[Signature]</i>		Requestee's Confirmation/Acknowledgement Date 16 March 2017 Signature <i>[Signature]</i>
Employee's Signature MARIA MIRACLE LITIMCO		Department Manager/Supervisor <i>[Signature]</i>

PLS.
INSTALL
RAR IN
MIRA'S
COMPUTER

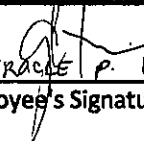
PKII	ITD - F - 01 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOF INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: Mark Joshua Macadangdang		DATE: 3/17/17
DEPARTMENT:		
<input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input 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 checked="" type="checkbox"/> Others (Specify): Set up workstation & door lock access
Details / Remarks Employees: Kimberly V. Santos - 688-08 Myra P. Dayandank - 629-08 Dominador A. Anain - 690-08 *Start date: March 20, 2017 John Paul Mendoza - 691 *Start date: March 27, 2017		Request Monitoring Received by: NATHAN Date Received: 3/17/17 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
Requestee's Confirmation/Acknowledgement Date 3/16/17 Signature <i>[Signature]</i>		Requestee's Confirmation/Acknowledgement Date 3/16/17 Signature <i>[Signature]</i>
Employee's Signature <i>[Signature]</i>		Department Manager/Supervisor <i>[Signature]</i>

PKII	ITD - F - Rev. 04 / 12-06-2016 Page 1 of 1	PHILKO INTERDONAL, INC. TECHNICAL SUPPORT FORM
NAME: <u>Maria Mirade P. Litimco</u>		DATE: <u>17 March 2017</u>
DEPARTMENT: <u>MKT-7 - Archi</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 • Set up computer unit <input checked="" type="checkbox"/> Others (Specify): • Assist in google drive
Details / Remarks • Set-up computer unit for four (4) newly hired employees <u>(3)</u> • Assist in google drive.	Request Monitoring Received by: <u>MPH/MNO</u> Date Received: <u>17-MARCH 2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>20 March 2017</u> Signature <u>[Signature]</u>	
<u>MARIA MIRADE P. LITIMCO</u> Employee's Signature	<u>[Signature]</u> Department Manager/Supervisor	

PKII	ITD - F - Rev. 04 / 12-06-2016 Page 1 of 1	PHILKO INTERDONAL, INC. TECHNICAL SUPPORT FORM
NAME: <u>RIZALINA O. DANCULAN</u>		DATE: <u>3-20-17</u>
DEPARTMENT:		
<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 checked="" type="checkbox"/> E-Mail / (for HR Manager's Approval) <u>[Signature]</u> <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks <u>Mark/Nathan,</u> <u>Please facilitate asap</u> <u>for our NLX project</u> <u>Thanks,</u> <u>RIZALINA</u>	Request Monitoring Received by: <u>MARK ANTON</u> Date Received: <u>20-MARCH-2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>3-20-17</u> Signature <u>[Signature]</u>	
<u>[Signature]</u> Employee's Signature	<u>[Signature]</u> Department Manager/Supervisor	

RIZALINA O. DANCULAN @ PHILKO-1.COM.PH

PKII	ITD - F - Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: Maria Miracle P. Litimco		DATE: 20 March 2017
DEPARTMENT: MRT - 7 (Arch/Struct)		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input checked="" 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
Transfer of work station of the following employees: 1) Joel Brinas 2) Ferdinand Barcelona 3) Anna Vanessa Samonte 4) Carl Sinda 5) Myra Dayandante 6) Kimberly Santos		Received by: NATHAN Date Received: 03-20-2017 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date: 20 March 2017 Signature:


Maria Miracle P. Litimco
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: ROBERT CASTILLO		DATE: MARCH 21, 2017
DEPARTMENT: DCG		
<input type="checkbox"/> Access to Printer <input checked="" 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
See Attached for info/details		Received by: NATHAN Date Received: 03-21-2017 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date: MARCH 21, 2017 Signature:


for Robert Castillo
Employee's Signature


Department Manager/Supervisor

PKII	ITD - F - Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: <u>Maria Miracle P. Litimco</u>		DATE: <u>23 March 2017</u>
DEPARTMENT: <u>MRT-7 - Archt</u>		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input checked="" 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
Transfer of work station of Kimberly V. Santos beside Sir Florendo Ramos Jr.'s work station as soon as possible.		Received by: <u>NATHAN</u> Date Received: <u>23 Mar 2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>23 March 2017</u> Signature <u>[Signature]</u>

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>Maria Miracle P. Litimco</u>		DATE: <u>March 23, 2017</u>
DEPARTMENT: <u>MRT-7 - Archt</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 Monitoring
<ul style="list-style-type: none"> Assistance in printing Architectural Design Drawings submittal on March 24, 2017 (FRIDAY) <ul style="list-style-type: none"> Approximately 80 pages colored & in A3 sized bond paper Eight (8) sets 		Received by: <u>NATHAN</u> Date Received: <u>03-23-2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>23 March 2017</u> Signature <u>[Signature]</u>

Employee's Signature

Department Manager/Supervisor

PKII	ITD - F - Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOM INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: Maria Miracle P. Litimco		DATE: 24 March 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 checked="" type="checkbox"/> Transfer of Work Station of Kimberly Santos		<input checked="" type="checkbox"/> Network/Server/File Access for newly hired employees <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
① Set-up (new) computer for newly hired employees ② Assistance in re-printing Architectural Design Drawings of Station 6 (Batasan) on March 25, 17 (Sat.) @ 10 AM • 46 pages • A3 sized, colored • 8 sets ③ Assistant in google drive		Received by: NATHAN Date Received: MAR 24 2017 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date: 24 March 2017 Signature:
Employee's Signature		Department Manager/Supervisor

PKII	ITD - F - Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOM INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: Maria Miracle P. Litimco		DATE: 24 March 2017
DEPARTMENT: MRT-7 - Struct		
<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 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
Network/Server access for Michihiro Abe		Received by: NATHAN Date Received: MAR 24 2017 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date: 24 March 2017 / 2:05 pm 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: SHEILA CAGNO DEPARTMENT: DESIGN CENTER		DATE: 03/27/2017
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input checked="" 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 INSTALLATION OF PDFSAM ASAP		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>03-27-2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>3/27/2017</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: CARL CHRISTIAN B. LONDA DEPARTMENT: MRT-7 / DESIGN CENTER		DATE: MARCH 24, 2017
<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 MOUSE REPLACEMENT		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>3-27-2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>MARCH 28, 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: Kay Muriel DEPARTMENT: MRT-7 Project (Arch)		DATE: 27 March 2017
<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 checked="" type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks From external drive to Google drive → 20170320-06M BUILDING → 20170325-Rev station 6 (Arch) Note: separate links.		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>27 / MAR / 2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>27 MAR 17</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: LAWRENCE VIVAR DEPARTMENT: DESIGN CENTER / ENG		DATE: 03/27/2017
<input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input checked="" 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): Quota on Toshiba printer
Details / Remarks Thank you. INSTALLATION OF PDFSAM ASAP FOLLOW UP ON PREVIOUS REQUEST FOR CALLING CARD Kindly resolve the quota issue in my computer so I can use the PKII (Toshiba) Printer		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>03-27-2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>03/27/17</u> Signature <u>[Signature]</u>
Employee's Signature <u>Daniel Lawrence F. Vivar</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: Maria Miracle P. Litimco		DATE: 29 March 2017	
DEPARTMENT: MRT - 7 (Struct.)			
<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	
Cable Replacement for the monitor of Mr. Joel H. Brings		Received by: MAR 29 2017 NATHAN	
		Date Received: MAR 29 2017	
		Action Taken	
		<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
		Requestee's Confirmation/Acknowledgement	
Date 29 March 2017 2:59 p.m.		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: Rizza Cruz		DATE: March 28, 2017	
DEPARTMENT: ICh			
<input type="checkbox"/> Access to Printer <input checked="" 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	
Pls. see attached.		Received by: NATHAN	
		Date Received: 03-28-2017	
		Action Taken	
		<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
		Requestee's Confirmation/Acknowledgement	
Date 3/28/17		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: 29 March 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 checked="" type="checkbox"/> Network/Server/File Access for Melanie <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	
Assistance for recovering the corrupted files for Ms. melanie Assistance in installing google earth pro app in Sir Raul's pc unit.		Received by: NATHAN	
		Date Received: 03-29-2017	
		Action Taken	
		<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
		Requestee's Confirmation/Acknowledgement	
Date 29 March 2017 10:30 A.M.		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: 28 March 2017	
DEPARTMENT: MRT 7 - (Structural/Architecture)			
<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 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	
Assist Abe, melanie & Joel for Network/server/file access.		Received by: NATHAN	
		Date Received: 3-28-2017	
		Action Taken	
		<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
		Requestee's Confirmation/Acknowledgement	
Date 28 March 2017		Signature	
Employee's Signature		Department Manager/Supervisor	

PKIIITD - F -
Rev. 04 / 12-06-2016
Page 1 of 1

PHILKO NATIONAL, INC.

TECHNICAL SUPPORT FORM

NAME: Mark Noel M. Olarte

DATE: March 29, 2017

DEPARTMENT: MKT 7 (Struct.)

- ☒ Access to Printer
☐ Calling Card
☐ Biometrics Registration
☒ Software Installation - Excel (MS office)
☐ Transfer of Work Station

- ☐ Network/Server/File Access
☐ E-Mail / (for HR Manager's Approval) _____
☐ Repair (Attach ITD-F-06)
☐ File Download/Uploading
☐ Others (Specify):

Details / Remarks

Request Monitoring

Mark/Nathan,

If we have no available
MS office license, install
office Libre or equivalent instead

For Kimberly V. Santos
and mark Noel M. Olarte

Received by: NATHAN

Date Received: 03-29-2017

Action Taken

- ☒ Accomplished
☐ Pending
☐ Recommendation/Others:

Requestee's Confirmation/Acknowledgement

Date March 29, 2017

Signature [Signature]

[Signature]

Employee's Signature

[Signature]
Department Manager/Supervisor