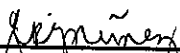


Brian Jose R. Fuentes
IT Manager

PKII	ITD - F - 06 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: <u>Daniel Lawrence F. Vilar</u>		DATE: <u>01/03/17</u>
DEPARTMENT: <u>Engineering</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 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
Create One Drive link for file name: Peer Review Report Tunnel FINAL 12-29 (Philkoei_005 → vilar → mdtolentino)		Received by: <u>NATHAN</u> Date Received: <u>1-3-2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date <u>01/03/17</u> Signature <u>[Signature]</u>
<u>Daniel Lawrence F. Vilar</u> Employee's Signature		<u>[Signature]</u> 2 Jan Department Manager/Supervisor

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: <u>JEFFREY SALAZAR</u>		DATE: <u>01-05-17</u>
DEPARTMENT: <u>DESIGN</u>		
<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		Request Monitoring
SKETCH UP RENDERER		Received by: <u>NATHAN</u> Date Received: <u>1-05-2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date <u>01-05-17</u> Signature <u>[Signature]</u>
<u>JEFF SALAZAR</u> Employee's Signature		<u>[Signature]</u> Department Manager/Supervisor

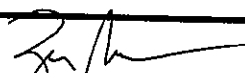
PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: KAY HUNEZ		DATE: 09 JANUARY 2017
DEPARTMENT: MART-7		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input checked="" 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		Request Monitoring
SP COL FOR VANESSA SAMONTE * SP COL TRIAL VERSION ALREADY EXPIRED		Received by: NATHAN Date Received: 1-09-17 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

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: GEPH TABETA		DATE: 01/10/2017
DEPARTMENT: ICG		
<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 checked="" type="checkbox"/> Others (Specify): COMPLY IDENTIFICATION CARD
Details / Remarks		Request Monitoring
GEPH TABETA HR OFFICER INTERNATIONAL CONSULTING GROUP +63 917 836 11 76		Received by: MATHW Date Received: 1-10-2017 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date: 01/10/2017 Signature: G. Tabeta


G. Tabeta


Department Manager/Supervisor

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: <u>Katherine P. Cruz</u>		DATE: <u>Jan. 18, 2017</u>
DEPARTMENT: <u>Finance</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): <u>Company ID (Printing)</u>
Details / Remarks		Request Monitoring
<u>Temporary ID</u>		Received by: <u>MOTILAKNO</u> Date Received: <u>18-JAN-2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>18-JAN-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>Alfred Morth</u>		DATE: <u>1-18-2017</u>
DEPARTMENT: <u>NIIPPON KOC</u>		
<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
<u>CALLING CARDS</u> <u>(PLEASE SEE ATTACHE)</u>		Received by: <u>MOTILAKNO</u> Date Received: <u>18-JAN-2017</u> Action Taken <input type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>18-JAN-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: JENNILYN MONSON DEPARTMENT: ENGINEERING		DATE: 19 JANUARY 2017
<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 DOCU CHARGE /		Request Monitoring Received by: NATHAN Date Received: 1-19-2017 Action Taken <input type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date JAN 19, 2017 Signature [Signature]

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: Angela Marth DEPARTMENT: NR		DATE: 1-23-2017
<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 50908		Request Monitoring Received by: NATHAN Date Received: 1-23-2017 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date 1-23-2017 Signature [Signature]

Employee's Signature

Department Manager/Supervisor

PKII	ITD - F- Rev. 04 / 12-06-2016 Page 1 of 1	PHILK...ERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: <u>Marks Macadangdang</u>		DATE: <u>24 January 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 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 <u>File Access to HR using RGC's computer for the editing of CV.</u>		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>1/24/2017</u> Action Taken: <u>1/24/2017</u> <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date: <u>24 Jan 2017</u> Signature: <u>[Signature]</u>

Employee's Signature

Department Manager/Supervisor

PKII	ITD - F- Rev. 04 / 12-06-2016 Page 1 of 1	PHILK...ERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: <u>Maria Macadangdang</u>		DATE: <u>30 January 2017</u>
DEPARTMENT: <u>HR</u>		
<input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Biometrics Registration (re-activate) <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 <u>Employee's name: Maria Miracle Litimco</u> <u>Employee number: 651</u> <u>1. She cannot remember her password on Thunderbird</u> <u>2. Password</u>		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>JAN 30 2017</u> Action Taken: <u>ACTIVATE MAIL & BIOMETRICS</u> <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date: <u>30 January 2017</u> Signature: <u>[Signature]</u>

Employee's Signature

Department Manager/Supervisor