

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
04/04/2017	ICG/CDVitug	Calling Card	Done/ 04-April-2017	
04/04/2017	Eng./JKPagorogon	Printing Capcity/Quota Expansion	Done/ 04-April-2017	
04/06/2017	MRT 7 - Architectural	Re-install Autocad 2017 trial version	Done/ 10-April-2017	
04/10/2017	Eng./JKPagorogon	Keyboard is not working	Done/ 10-April-2017	
04/10/2017	Eng./JKPagorogon	Fix Thunderbird Issue	Done/ 10-April-2017	
04/10/2017	Eng./JKPagorogon	Laptop Request for MRT 7 Peer Review Meeting	Done/ 10-April-2017	
04/10/2017	HR/MMacadangdang	Access to Printer, Biometrics Registration, Network/Server/File Access, E-mail, Door Lock and Set-up Work Station for Marlon Marasigan	Done/ 10-April-2017	
04/12/2017	Eng./JKPagorogon	Printing Capcity/Quota Expansion	Done <i>l</i> 12-April-2017	
04/17/2017	MRT 7 - Structural & Architectural	Assistance in E-Toshiba 355 Printer	Done/ 17-April-2017	
04/18/2017	MRT 7 - Structural & Architectural	Assistance in PC unit of Ms. Melanie	Done/ 18-April-2017	Recommend purchase or new computer
04/19/2017	Eng./DFVivar	Dropbox link for file "Consolidated Geotech Report Rev.0-20170303"	Done/ 19-April-2017	
04/19/2017	HR/MMacadangdang	Access to Printer, Biometrics Registration, Network/Server/File Access, E-mail and Set-up Work Station for Thristan F. Selma	Done <i>l</i> 21-April-2017	
04/20/2017	MRT 7 - Architectural	Access to Printer, Network/Server/File Access and Transfer of Work Station	Done <i>i</i> 22-April-2017	
04/21/2017	Eng./JVSacayan	Request for Laptop for Sketchup Modelling	Done/ 21-April-2017	
04/24/2017	MRT 7 - Structural	Access to Printer, Network/Server/File Access and Biometrics Registration	Done/ 24-April-2017	
04/25/2017	MRT 7 - Structural	Access to Printer, Software Installation, Network/Server/File Access and Biometrics Registration	Done/ 25-April-2017	
04/25/2017	MRT 7 - Structural & Architectural	Assistance in CAD software access for John Paul & Thristan	Done/ 25-April-2017	

Prepared by:

Merk Carpio
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: KAY NUÑEZ DEPARTMENT: MRT-7 PROUEUT (MRTZ- ACC	DATE: OL APRIL 2017
☐ Access to Printer ☐ Calling Card ☐ Biometrics Registration ☐ Software Installation ☐ 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
RE-INSTALL AUTO CAD 2017 TRIAL VERS ION ALREADY EXPIRED	Received by: Date Received: Action Taken Accomplished Pending Recommendation/Others:
	Requestee's Confirmation/Acknowledgement Date 10 AFRIL 2017 Signature
Employee's Signature	Defartment Manager/Supervisor

ITD-F-/	PHILKO NTERNATIONAL, INC.
PKII Rev. 04 - 2-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: JESSIE PAGOROGON	DATE: 10 APRIL 2017
DEPARTMENT: ENGINEER ING/DESIGN CENTER	
☐ Access to Printer	☐ Network/Server/File Access
☐ Calling Card	☐ E-Mail / (for HR Manager's Approval)
Biometrics Registration	[Repair (Attach ITD-F-06)
Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	☐ Others (Specify):
Details / Remarks	Request Monitoring
	Received by: NATHAN CARPID
	Date Received: 10 APRIL 2017
	Action Taken
KEYBOARD K NOT WORKING.	Accomplished
	Pending
,	Recommendation/Others:
	Requestee's Confirmation/Acknowledgement
	Date 10 APRIL 2017
	Signature Africa
- they	I James
Employee spignature	Department Manager/Supérvisor

ITD - F - Po	PHILKO" 'NTERNATIONAL, INC.
PKII Rev. 0406-2016	
Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: JESSIE PAGDROGON	DATE: 04 APRIL 2017
DEPARTMENT: ENGINEERING / DESIGN CENTER	
Access to Printer	☐ Network/Server/File Access
☐ Calling Card	☐ E-Mail / (for HR Manager's Approval)
☐ Biometrics Registration	Repair (Attach ITD-F-06)
☐ Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	Others (Specify): Increase printing Capacity audia
Details / Remarks	Request Monitoring
	Received by: 'NMHAN'
	Date Received: 04 - 04 - 70(7
	Action Taken
i	Accomplished
	☐ Pending
	Recommendation/Others:
i	
	Requestee's Confirmation/Acknowledgement
]	Date 04 APRIL 2017
	Signature Amy
	mal
- The W	TOSE LEONINES S. DAVID
Enyployee's stignature	Department Manager/Supervisor

PKII ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: Cherrie p. viting	DATE: Apr. 4. 2017
DEPARTMENT: (CG	·
☐ Access to Printer ☐ Calling Card ☐ Biometrics Registration ☐ Software Installation ☐ 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
	Received by: MAN. Date Received: DU-OU-W) Action Taken Accomplished Pending Recommendation/Others: Requestee's Confirmation/Acknowledgement Date Opr 4, 2017 Signature CMA
Chr	ZNIN
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: UESSIE PAGOROGON	DATE: 12 APRIL 2014
DEPARTMENT: ENGINEERING DESIGN CENTER Access to Printer Calling Card Biometrics Registration Software Installation 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
INCREASE PRINTING CAPACITY (COLORED) ADDITIONAL 2, ODD	Received by: MANY Date Received: MANY Action Taken Accomplished Pending Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 12 APRIL 2019 Signature
Employee's Signature	Department Manager/Supervisor

ITD F 00	
IID-F-03	PHILKOEI INTERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Maria Miracle P. Vitimos	DATE: 17 april 2017
DEPARTMENT: MRT 7 (Areli) (Struct)	<u>'</u>
	 □ 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
Assistance in E-Tochiba 365 printer.	Received by: Date Received: Action Taken Accomplished Pending
,	☐ Recommendation/Others:
	Requestee's Confirmation/Acknowledgement Date T April TO MA
	Signature div

Department Manager/Supervisor

ITD-F-(PHILKO TERNATIONAL INC.
PKII Rev. 04 / 12-06-2016	PHILKO ITERNATIONAL, INC.
Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Morek Johnson Marcadongdong	DATE: 10 Apr Wh
DEPARIMENT: 16	
Access to Printer	☐ Network/Server/File Access
☐ Calling Card	E-Mail / (for HR Manager's Approval)
☐ Biometrics Registration ————————————————————————————————————	Repair (Attach ITD-F-06)
☐ Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	Others (Specify): Lt up wonk stadion)
Details / Remarks	Request Monitoring
marton marrargan - # 695	Received by: VATHAN
J (1013	Date Received: 10-2017
	Action Taken
	Accomplished
	☐ Pending
	☐ Recommendation/Others:
	Parameter Co. Co. 10 / 10 / 10 / 10 / 10 / 10 / 10 / 10
	Requestee's Confirmation/Acknowledgement
	Date WW.
	Signature 0 10 fpr 2017
Mom	2mml
Employee's Signature	Department Manager/Supervisor

ITD-F-	PHILKO NTERNATIONAL, INC.
PKII Rev. 04) -2-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: JESSIE PAGDROGON	DATE: 10 APRIL 2017
DEPARTMENT: DESIGN CENTER	
☐ Access to Printer	☐ Network/Server/File Access
☐ Calling Card	☐ E-Mail / (for HR Manager's Approval)
☐ Biometrics Registration	Repair (Attach ITD-F-06)
☐ Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	☑ Others (Specify):
Details / Remarks	Request Monitoring
	Received by: AVATHAW '
or our or	Date Received: NPR - 10 - 2011
REQUEST FOR LAPTOP FOR	Action Taken
MRT-7 PEER REVIEW (11 APRIL 2017)	Accomplished
-	Pending
USE: MEETING WITH CLIENT	Recommendation/Others:
RETURN DATE: NEXT WEEK, MONDAY	Bossedada Confirmiti (A.I.
(17 APRIL 2017)	Requestee's Confirmation/Acknowledgement Date in APRIL 2017
· MINIC ZOLLY	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
	Signature
- flange	1 Jan
Employee's Signature	Department Manager/Supervisor

Department Manager/Supervisor

ITD-F-0	PHILKOE TERNATIONAL, INC.
PKII Rev. 04 / 1≥-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Marks Masadorgdong	DATE: 19 Apr 2017
DEPARTMENT: HIR	<u>'</u>
Access to Printer	Network/Server/File Access
☐ Calling Card	E-Mail / (for HR Manager's Approval)
Biometrics Registration	Repair (Attach ITD-F-06)
☐ Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	Others (Specify): (Cet up work state)
	/
Details / Remarks	Request Monitoring
Project Acuse: Thristan & Celma	Received by: NTHAN
Employee name: Thristan F. Selma	Date Received: APT - 19 - 10 /
	Action Taken
	Accomplished
	☐ Pending
,	Recommendation/Others:
	Requestee's Confirmation/Acknowledgement
	Date MIDAL T
	Signature O
Word	RICHARD D. PESCADOR
Employee's Signature	Department Manager/Supervisor

ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Maria Muricle P. Litimus DEPARTMENT: MAT 7 (Archi)	DATE: 20 april 2017
 ✓ Access to Printer ☐ Calling Card ☐ Biometrics Registration ☐ Software Installation ✓ 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
* Transfer of computer unit of Ms. Kim to Ms. Melanie's work station.	Received by: NMIWN Date Received: 04-10-2011 Action Taken
* Computer unit setup for the new employee, Tristan F. Setma, Jr. Archi Access to printer - New orthserver/file access - software installation if there's any * Transfer of workstation of sir borenzo "Noo!"	☐ Pending ☐ Recommendation/Others:
- New orths enver I file access - software installation if there's any	Requestee's Confirmation/Acknowledgement Date 22 April 2007

ITD-F√	PHILK('NTERNATIONAL, INC.
PKII Rev. 04 7 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Maria Mirade P. Litimco	DATE: 18 APRI 2017
DEPARTMENT: MRT-7 (Struct. / Archi)	<u> </u>
Access to Printer	☐ Network/Server/File Access
Calling Card	☐ E-Mail / (for HR Manager's Approval)
☐ Biometrics Registration	Repair (Attach ITD-F-06)
☐ Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	Others (Specify):
Details / Remarks	Request Monitoring
	Received by: PATHAN
Assistance in PC unit of melanie	Date Received: A 04-18-1017
The state of the s	Action Taken
* pc unitis running slow	
	. □ Pending
NATHAN: RECOMMEND FOR PURCHASE	☐ Recommendation/Others:
NAIHAN LESON UNIT.	t .
MEM ONLL.	Requestee's Confirmation/Acknowledgement
1	Date 18 April 29/17
	Signature G - //
MARIA MIRANIE 8. LITIMO	Minimi
MAKIA MIRAKIE 1 LITIMUS Employee's Signature	Department Manager/Supervisor

	(.
ITD-F-03	PHILKOEI INTERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Daniel Laurence F. Vivar	DATE: 04-19-17
DEPARTMENT: Engineering	
 ☐ Access to Printer ☐ Calling Card ☐ Biometrics Registration ☐ Software Installation ☐ 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):
	= Cher (Been).
Details / Remarks	
Details/Remarks Kindly create a dropbox link for file "Consolidated Geotech Report Rev 0-20170303" Philkoel 005 > md tolenting For. Dropbox	Request Monitoring Received by: Date Received: Action Taken Accomplished Pending Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 0 9-19-17 Signature

Employee's Signature

Department Manager/Supervisor

ITD-F-(PHILKON TERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Maria Mirade P. Litmio	DATE: 25 April 2017
DEPARTMENT: MRT 7 (Struct)	67 4 1 10 10 11 A
Access to Printer	Network/Server/File Access
☐ Calling Card	E-Mail / (for HR Manager's Approval)
Biometrics Registration	Repair (Attach ITD-F-06)
Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	Others (Specify):
Details / Remarks	Request Monitoring
	Received by: NMIAU
Mark Nathan,	Date Received: LONG 25, LOIT.
Assistance to the following; 1) access to printer 2) network server file access 3) Software installation if any 4) Biometrics Registration	Action Taken
Assistance to face brigging	Accomplished
i) acceles to printer	Pending Pending
2) Notwork server file access	Recommendation/Others:
3) Software installation if any	da
a) Biometrice Registration	Requestee's Confirmation/Acknowledgement
For Mr. Jajo, Senior Drainage Engr.	Date 07 25 0 7
[4. 11/4 .0000) 2 may 1 (1001/12)	Signature
aht	J. Junn
Employee's Signature	Pepartment Manager/Supervisor

PKII ITD - F - C(PHILKOT TERNATIONAL, INC.
Page 1 of 1	TECHNICAL SUPPORT FORM
DEPARTMENT: MRT - 7 (Archi/Struct)	DATE: 25 April 2017
Access to Printer	☐ Network/Server/File Access
Calling Card	E-Mail / (for HR Manager's Approval)
☐ Biometrics Registration	Repair (Attach ITD-F-06)
Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	Others (Specify):
Date the Line	
Details / Remarks	Request Monitoring
	Received by: NATHAU-
Assistance in CAD Software access for John Paul and	Date Received: 4-25-2017 Action Taken
agent for John Paul and	Accomplished
	Pending
Thristan.	☐ Recommendation/Others:
•	I ·
	Requestee's Confirmation/Acknowledgement
	Date 25 Mari 2017
<u> </u>	Signature
_ gh	1 Authorna
Employee's Signature	Department Manager/Supervisor
V	

ITD-F-03	PHILKOEI INTERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016	TECHNICAL SUPPORT FORM
NAME: JOSEP SACAUSON	DATE: 09-21-17
DEPARTMENT: HIPT 7 PROJECT CHESIGN EN	WER
- 7100035 to Timiei	☐ Network/Server/File Access
	E-Mail / (for HR Manager's Approval)
	Repair (Attach ITD-F-06)
Software Installation Transfer of Work Station	File Download/Uploading
☐ Transfer of Work Station	Others (Specify):
Details / Remarks	Request Monitoring
	Received by: NATHW
/ LAPTOP USB FOR SKETCH UP	Date Received: 4-4-17.
MODELLING FOR MET 7 PROJECT	Action Taken
The product	Accomplished
	☐ Pending
	☐ Recommendation/Others:
•	Requestee's Confirmation/Acknowledgement
	Date 04-21-1/7
	Signature Deport PD -
- suff mayon	Lessines print
Empl oy ee's Signature	Department Manages / Commission

ITD-F-03	PHILKOEI INTERNATIONAL, INC.
PKI Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Danny Chix DEPARTMENT: MRT-7 structural	DATE: April 24, 2017
Access to Printer Calling Card Biometrics Registration Software Installation 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 Received by: トゥカート
	Date Received: 4-24-2017 Action Taken Accomplished Pending Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 424-2017 Signature
Employee's Signature	Department Manager/Supervisor