

	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
6/20/2016	HR/AFChew	ID for Lito P. Bibat	Done/ 20-Jun-2016	
6/20/2016	HR/AFChew	Calling Card, ID For Antonette Chew	Done/ 20-Jun-2016	
6/21/2016	ICG/AMKojima	Email for Aurelio M. De Leon	Done/ 21-Jun-2016	
6/22/2016	ENG/FTTagulinao	Laptop unexpected shutdown for overheating.	Done/ 22-Jun-2016	For Replacement
6/28/2016	HR/AFChew	Email, Biometrics, Intranet, ID for JPVillegas	Done/ 28-Jun-2016	
6/28/2016	HR/AFChew	Email, Biometrics, Intranet, ID for JDCortez	Done/ 28-Jun-2016	
6/28/2016	HR/AFChew	Email, Biometrics, Intranet, ID for Oliver	Done/ 28-Jun-2016	
6/28/2016	HR/AFChew	Email, Biometrics, Intranet, ID for JKPagorogon	Done/ 28-Jun-2016	
6/29/2016	FIN/AEFlores	Company ID	Done/ 29-Jun-2016	
6/29/2016	ICG/AMKojima	Company ID for ZNA, PJRR, AMKojima	Done/ 29-Jun-2016	
6/30/2016	ICG/AMKojima	Email for David Rojas Jr.	Done/ 30-Jun-2016	
6/30/2016	HR/AFChew	Email, Biometrics, Intranet, ID for Mmacadangdang	Done/ 30-Jun-2016	

Prepared by:

  
 Mark Carpio  
 IT Personnel

Noted by:

  
 Brian Jose R. Fuertes  
 IT Manager

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Name <u>Antonette F. Chew</u>		Date: <u>6/20/16</u>
<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
Antonette F. Chew - 09356444611 Mary Ann C. Castañares - 09420358343 a. Laminated ID - Antonette F. Chew		<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
* TO be used for seminar on June 30		Performed By / Date: <u>NATHAN - 6-20-16</u>

Employee's Signature

Department Manager/Supervisor

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Name <u>Antonette F. Chew</u>		Date: <u>June 28, 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 checked="" type="checkbox"/> Others (Specify): <u>set up work station</u>	

Details		Action Taken
Employee: <u>Luis P. Villegas</u> Emp. #: <u>662</u> 1. Biometrics 2. Door Lock 3. Docucenter 4. Intranet 5. ID (Mark)		<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
*Hiring Date: <u>July 1, 2014</u>		Performed By / Date: <u>NATHAN / 6-28-2016</u>

Employee's Signature

RICHARD D. PESCADOR  
Department Manager/Supervisor

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Name <u>Antonette F. Chew</u>		Date: <u>6/20/16</u>
<input type="checkbox"/> E-Mail <input checked="" 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 type="checkbox"/> Others (Specify):	

Details		Action Taken
Laminated ID for Lito P. Bikat  * To be used for opening of payroll acct		<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Performed By / Date: <u>NATHAN - 6-20-16</u>

Employee's Signature

Department Manager/Supervisor

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Name <u>FRUMENCIO T. TABULINAD</u>		Date: <u>6/22/2016</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>ACER laptop troubleshooting</u>	

Details		Action Taken
- unexpected shutdown due to overheating		<input type="checkbox"/> Resolved <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Recommendation/Others:
		Performed By / Date: <u>repair/replace</u>

Employee's Signature

Department Manager/Supervisor

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Name: <u>Antoinette Chew</u>		Date: <u>June 29, 2016</u>
<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input checked="" type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify): <u>set-up of work station (ITC6)</u>		

Details	
Employee: <u>Oliver John M. Ortiz</u> Emp# : <u>661</u> *Hiring Date: <u>July 1, 2016</u> (Nathan)	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>6-29-2016</u> Performed By / Date:

Employee's Signature: [Signature] Department Manager/Supervisor: RICHARD D. PESCADOR

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Name: <u>MONETTE KOJIMA</u>		Date: <u>JUNE 21, 2016</u>
<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):		

Details	
Employee: <u>AURELIO M. DE LEDN</u> *Hiring Date: <u>JUNE 21 - 2016</u>	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN - JUNE 21 - 2016</u> Performed By / Date:

Employee's Signature: [Signature] Department Manager/Supervisor: P. Ramos

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Name: <u>Antoinette F. Chew</u>		Date: <u>June 29, 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 checked="" type="checkbox"/> Others (Specify): <u>set-up work station (Design)</u>	

Details	
Employee: <u>Jesselle K. Pagonagan</u> Emp# : <u>664</u> *Hiring Date: <u>July 1, 2016</u> 1. Biometrics 2. Door Lock 3. DocuCenter 4. Intranet 5. ID (Mark)	Action Taken <input type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>6-29-2016</u> Performed By / Date:

Employee's Signature: [Signature] Department Manager/Supervisor: RICHARD D. PESCADOR

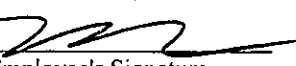
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Name: <u>Antoinette F. Chew</u>		Date: <u>June 28, 2016</u>
<input checked="" type="checkbox"/> E-Mail <input checked="" type="checkbox"/> ID <input type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input checked="" type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify): <u>set-up work station</u>	


Details	
Employee: <u>Julian Ed D. Cortez</u> Emp# : <u>663</u> *Hiring Date: <u>July 1, 2016</u> 1. Biometrics 2. Door Lock 3. DocuCenter 4. Intranet 5. ID (Mark)	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>06-28-2016</u> Performed By / Date:

Employee's Signature: [Signature] Department Manager/Supervisor: RICHARD D. PESCADOR



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Name <b>MONETTE KOTIMA</b>		Date: <b>JUNE 29, 2016</b>
<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 type="checkbox"/> Others (Specify):	
Details		
NA JRR ANKOTIMA		Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Performed By / Date: <b>6-29-2016</b>
Employee's Signature 		Department Manager/Supervisor <b>P. Ramos</b>

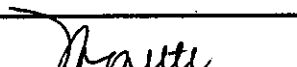
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Name <b>Antonette F. Chew</b>		Date: <b>JUNE 30, 2016</b>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	
Details		
biometrics Door Lock Data Center Internet ID (Mark)		Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: *Hiring Date: <b>July 4, 2016</b> Performed By / Date: <b>NAHAN - 6-30-2016</b>
Employee's Signature 		Department Manager/Supervisor <b>RICHARD D. PESCADOR</b>

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Name <b>ANNA LIZAB. FLORES</b>		Date: <b>6/29/16</b>
<input type="checkbox"/> E-Mail <input checked="" 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 type="checkbox"/> Others (Specify):	
Details		
FOR PASSPORT RENEWAL PURPOSES ONLY		Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Performed By / Date: <b>NAHAN - 6-29-16</b>
Employee's Signature 		Department Manager/Supervisor 

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Name <b>MONETTE KOTIMA</b>		Date: <b>JUNE 30, 2016</b>
<input checked="" 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 type="checkbox"/> Others (Specify):	
Details		
DAVID S. ROJAS, JR. DSROJAS@philkoei.com.ph		Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Performed By / Date: <b>NAHAN / 07/01</b>
Employee's Signature 		Department Manager/Supervisor 