

## PHILKOEI INTERNATIONAL, INC.

## IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
09/08/2017	HR/Mmacadangdang	request use of laptop & projector for Standard First Aid and Basic Life Support	Done/09-Aug- 2017	
15/08/2017	ICG/JPEyana	Access to ICG Server	Done/15-Aug- 2017	
15/08/2017	GAE/GEMiguel	Calling Card for Mike Gabriel & Manlo Coronel	Done/15-Aug- 2017	
16/08/2017	MRT7/MPLitimco	Assistance in Accessing CAD Software in Melai's PC. Needs Admin Password	Done/16-Aug- 2017	
17/08/2017	ENG/JKPagorogon	Install Thunderbird and Adobe PDF (Editor)	Done/17-Aug- 2017	
17/08/2017	MRT7/MPLitimco	Assistance in RAM Connection Software for Eric of Sir Manlo's Team.	Done/17-Aug- 2017	
18/08/2017	MRT7/JCVinas	Biometrics Registration	Done/18-Aug- 2017	
18/08/2017	DESIGN/KFIncomio	Request use of 360 camera for Bocaue	Done/18-Aug- 2017	
31/08/2017	MRT7/MPLitimco	Assistance in CAD software in Sir Raul's PC unit	Done/31-Aug- 2017	
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	v			
				2

Prepared by:

Island Julian

/T Personnel

Noted by:

Brian Jose R. Fuertes

IT Manager

PKII PKII PKII PKII PKII PKII PKII PKII	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
Page 1 of 1  NAME: JOWAS P. ETANA  DEPARTMENT:   CG	DATE: 08 / 13/17
☐ Access to Printer ☐ Calling Card ☐ Biometrics Registration ☐ Software Installation ☐ Transfer of Work Station	<ul> <li>✓ Network/Server/File Access</li> <li>☐ E-Mail / (for HR Manager's Approval)</li> <li>☐ Repair (Attach ITD-F-06)</li> <li>☐ File Download/Uploading</li> <li>☐ Others (Specify):</li> </ul>
Details / Remarks	Request Monitoring
Access to 10% Server	Received by: MATAN  Date Received: \$\
Employée's Signature	P- Lam-
1	Department Manager/Supervisor

ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Maria miraele p. litimes	DATE: 16 august 2017
DEPARTMENT: MRT 7 CAdmin)	
☐ Access to Printer	☐ Network/Server/File Access
Calling Card	☐ E-Mail / (for HR Manager's Approval)
☐ Biometrics Registration	Repair (At ach ITD-F-06)
☐ Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	Others (Specify):
Details / Remarks	Request Monitoring
<u>.</u>	Received by: LIAND JULIAN
•	Date Received: 19/1/17
0.11	Action Taken
Uzaistance in occessing	Accomplished
.CAD Caltuare in	☐ Pending
araistance in accessing CAD Soffnare in Melai's pc. Needs admin	☐ Recommendation/Others:
	,
password.	Requestee's Confirmation/Acknowledgement
•	Date / Quy 2017
	Signature ()
	Jammin -
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: Manko Magadaratary DEPARTMENT: Human Revances	DATE: 9 Muquet ADI7
☐ 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
We would like represt the FF. atems to burned on august 1825/Se. 9 1 15 Ton the shondard first aid and Basic life support training from pre.	Received by: LUAND THUM  Date Received: 14   18   17  Action Taken  Accomplished  Pending  Recommendation/Others:
2. Projecton (1) 3. Anx word (1) 4. Projecton Surrey (1) * tendentine  MOCO	Requestee's Confirmation/Acknowledgement  Date 9 august 2017  Signature Movem
Employee's Signature	Monorann (on Fanmes Department Manager/Supervisor

PKII PKII PKII PKII PKII PKII PKII PKII	PHILKOEI INTERNATIONAL, INC.	
Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM	
NAME: GIRLIE SAN MIGUEL	DATE: 8-15-17	
DEPARTMENT:		
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	
the second second	Received by: NATHAY	
FOR SIR MIKE GABRIEL	Date Received: 8-15-/7	
4 MANUD CORONEL.	Action Taken	
MANCO COKONEC.	Accomplished	
	☐ Pending	
FOR MRT 7.	☐ Recommendation/Others:	
	Requestee's Confirmation/Acknowledgement	
	Date B.	
	Signature	
. ~ 10'	VAA	
Thomas Asi	Amot ann	
Employee's Signature	Department Manager/Supervisor	

ITD-F-03	DIM VOELBUTERMATIONAL DIS
PKII Rev. 04 / 12-06-2016	PHILKOEI INTERNATIONAL, INC.
Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: KENKIN THEAD	DATE: 08/13/2017
DEPARTMENT: PESIGH	
<ul> <li>☐ Access to Printer</li> <li>☐ Calling Card</li> <li>☐ Biometrics Registration</li> <li>☐ Software Installation</li> <li>☐ Transfer of Work Station</li> </ul>	☐ Network/Server/File Access ☐ E-Mail / (for HR Manager's Approval) ☐ Repair (Attach ITD-F-06) ☐ Eile Download/Uploading ☐ Others (Specify):
Details / Remarks	Request Monitoring
3600 (AMERA FOR BOLANCE  JUKYN/ BORROW	Received by: NUM JUNION Date Received: 8/8/2017
JUKMY/ BORROW	Action Taken  Accomplished
•	[ <del></del>
PETURN DATE AUGUST 2270	☐ Recommendation/Others:
10 10 10 M LEDOWION	Requestee's Confirmation/Acknowledgement
Returned 10AM BY LODOWID! Refurned 10AM BY LODOWID! Refurned 10AM BY LODOWID!	Date Signature 8/8/2017
dans	[ ] Control
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 Muraicle P. Litimus	DATE: 31 August 2017	
DEPARTMENT: MKT - 7 (Admir)  ☐ Access to Printer ☐ Calling Card ☐ Biometrics Registration	☐ 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 ☐ Others (Specify):	
Details / Remarks	Request Monitoring	
Assistance in CAD software in Sor Raul's PC unit (Software is expired already) and Jamine's (computer/software cannot be open)	Recommendation/Others: WILL CHECK FIRST THE AVAILABLE FOR JAMINES UNIT, WAIT ALLEAST 30 SECS BEFORE POWERING OF A Requestee's Confirmation/Acknowledgement  Date  Signature	LICENSE 3LF 17C/M 7N PU AFFER UPN IN F UPS
gh.	Salammun	HILE HILE
Employee's Signature	Department Manager/Supervisor to	DUY VPS

ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Maria Miracle P. Litimoo DEPARTMENT: MRT 7 - Structural	DATE: 17 August 2017
☐ Access to Printer ☐ Calling Card ☐ Biometric Registration ☐ Software Installation	☐ Network/Server/File Access ☐ E-Mail / (for HR Manager's Approval) ☐ Repair (Attach ITD-F-06) ☐ File Download/Uploading
☐ Transfer of Work Station	Others (Specify):
Details / Remarks	Request Monitoring
Assistance in RAM Connection Suftware for thic of Sir manlo's Team. There's always on error in configuration	
	Signature (17 hus 1911)
Employee's signature	Department Manager/Supervisor

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PKII	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
	Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
	K. PAGOROGON	DATE: 17 AUGUST 2017
PARTMENT: 8	ENGINEERING AND DESIGN	CENTER
Access to ]		☐ Network/Server/File Access
☐ Calling Ca		E-Mail / (for HR Manager's Approval)
	Registration	Repair (Attach ITD-F-06)
Software In		☐ File Download/Uploading
☐ I ransfer of	Work Station	Others (Specify):
-	Details / Remarks	Request Monitoring
Install 🕦	Thunderbird	Received by: KUAND JULIAN  Date Received: 04   17   17
(2)	Adobe PDF (Editor)	Action Taken
O	- C 13 13, y	Accomplished
		☐ Pending
		☐ Recommendation/Others:
		Requestee's Confirmation/Acknowledgement
		. Date 17 AUGUAT 2017
<del></del>		Signature of the signature
	Mary	
•	Employee's Signature	Department Manager/Supervisor
	<del></del>	<del></del>