ITD - F - 01	PHILKOEI INTERNATIONAL, INC.
PKII Rev. 00 / 08-16-2014 Page 1	IT SERVICE LOGSHEET

DATE DEPARTMENT/ PROJECT		I DETAILS DE LI ACTIVITY		REMARKS
03/01/2016	ICG/GBTabeta	Set-up Outlook on Laptop	Done/ 1-March-2016	, W. T
03/01/2016	FIN/AEFlores	Reduce File Size	Done/ 1-March-2016	
03/01/2016	ICG/AMKojima	Request Laptop for New Hired Employee	Done/ 1-March-2016	
03/04/2016	BDD/JOAltomea	Calling Card	Done/ 4-March-2016	
03/07/2016	HR/AFChew	Email, Server Access, Transfer of Work Station, Access to Printer	Done/ 7-March-2016	
03/09/2016	HR/AFChew	Email, Biometrics for New Employees	Done/ 9-March-2016	
03/11/2016	BDD/JOAltomea	Calling Card	Done/ 11-March-2016	
03/14/2016	HR/RDPescador	Free up drive space	Done/ 14-March-2016	
· 03/17/2016	BDD/JOAltomea	Transfer of PC	Done/ 17-March-2016	
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Prepared by:

NATHAN CAMPIO Mark Carpid

Noted by:

Brian Jose R. Fuertes
IT Manager

		ITD 3 F - 03	PHILKOEI INTEPNATI L, INC.
)ITD-()3	PHILKOEI INTERN. JNAL, INC.	PKI 2 / 10-14-2015	
PKII Rev. 02 / 10-14-2015	TECHNICAL SUPPORT FORM	Page 1 of 1	TECHNICAL SUPPORT FORM
Page 1 of 1		Name GEPH TIRETS	Date: MARCH 01, 2016
Name aux Lyn E. fl	our Date: # MAR. 01, 2016		
□ E-Mail □ Sol	ftware Installation		Software Installation
	ansfer of Work Station	- - - - - - -	Transfer of Work Station
ļ	cess to Printer		Access to Printer
	ners (Specify):	☐ Server/File Access ☐	Others (Specify):
E del vent ne riceess (2 on			Details
	Details Action Taken	SET-UP HE OUTLOOK IN	LNOTHO Action Taken
Reduced pile eine in	Action Taken [7] Resolved	OET OF THE OFFERS HE	A 110011101
Reduced file size for PCRRI Billing	Pending		☐ Pending ☐ Recommendation/Others:
JCKKI Billing	☐ Recommendation/Others:		NATHAN / 03-01-2016
	NATHAN /03.01-2016		Performed By / Date:
	Performed By / Date:		
		appeta	J. Ramo
Aylor	Yam	Employee's Signature	Department Manager/Supervisor
Employee's Signature	Department Manager/Supervisor	i Employee's Signature	Department Management 1
DVI - F - 03	PHILKOEI INTERNAT AL, INC.	PKI F - 03 F)2 / 10-14-2015	PHILKOEI INTERNATI L, INC.
PKI . 02 / 10-14-2	TECHNICAL SUPPORT FORM	Page 1 of 1	TECHNICAL SUPPORT FORM
rage 1 of 1			
Name THOEMAK REY O.	AUTONEA Date: 03/04/2016	Name MONETTE KOTIMA	Date: MAR 1- 2014
- E-Mail	Software Installation	E-Mail	Software Installation
	Transfer of Work Station		Transfer of Work Station
Calling Card	Access to Printer	☐ Calling Card ☐	Access to Printer
Server/File Access	Others (Specify):	☐ Server/File Access	Others (Specify):
	Details		Details
130 pcx. only 1000ile #: 0906-435/4	A ction Taken		Action Taken
Marcila #: 0006-435/4	☐ Resolved☐ Pending	REQUEST FOR LAPTOP	P&C Resolved
10102016 1/2 3-70 4 7 3-71	Recommendation/Others:	NEWLY HIRED (MR.	☐ Pending
	m. 03 04 80	Eventa)	Recommendation/Others:
	Performed By / Date:	EYANA) JR. ENGR.	Performed By / Date:
		 ∤ .	1 of formed by / bate.
9 /200	maart	D	ΩΛ.
Employee's Dignature	Department Manager/Superviso	n Inetti	P. Ramos
\' \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		Employee's Signature	Départment Manager/Supervisor

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· Fand - E - 03	PHILKOEI	INTERNATI L, INC.	F − 03	PHILKOEI	INTERNAT! L, INC.
Pkll 02 / 10-	TECHNICA	L SUPPORT FORM	PKI 02 / 10-	14-20 TECHNIC	CAL SUPPORT FORM
Name Antonette F. C.	hew	Date: 3/9//(g	Name antonitle C	herr	Date: March 7 , 2016
E-Mail	Software Installation	1	E-Mail	Software Installation	
□ ₪	☐ Transfer of Work Statio	n .		Transfer of Work Stati	on .
☐ Calling Card	☐ Access to Printer		Calling Card	Access to Printer	
Server/File Access	Others (Specify):		Server/File Access	Others (Specify):	
V	Details			Details	
E-mail, access to intranct Enrollment to Biometrics E-mail & Access to intrangled & documents	Center > Amel Tuborg-	Action Taken Resolved Pending Recommendation/Others: Performed By / Date:	ACEOUNTHO PRIN		Action Taken Resolved Pending Recommendation/Others: WATHAN 3-1-20 & Performed By / Date:
Employee's Signature	:	RICHARD D. PESCADOR Department Manager/Supervisor	Employee's Signature	<u> </u>	Department Manager/Supervisor
- () - F - 03	PHILKOEI	IN ATIONAL, INC.	('D - F - 03	PHILKOEI	II NATIONAL, INC.
PKI Rev. 02 / 10- Page 1 of 1	-14-20 TECHNIC	AL SUPPORT FORM	Page 1 of 1	14-20 TECHNIC	CAL SUPPORT FORM
Name RICHIE PESO	MOUR	Date: 3/14/2076	Name THOEMAR REY	O. ACTOMEA	Date: 03/11/2016
☐ E-Mail ☐ ID ☐ Calling Card ☐ Server/File Access	☐ Software Installation ☐ Transfer of Work Stati ☐ Access to Printer ☐ Others (Specify):	on i	☐ E-Mail ☐ ☐ ☐ Calling Card ☐ Server/File Access	☐ Software Installation ☐ Transfer of Work Stati ☐ Access to Printer ☐ Others (Specify):	,
Total Control of the	Details			Details	<u> </u>
Git Lelper n' p n' Drive E . (oppre PC)	reinj op sjora [Action Taken Resolved Pending Recommendation/Others: Performed By/Date:	AF Project Name: DIDLINA Z. INTERC TEAM LEADER CAIR-913 (1949 didi on @ hofmail LD PUS. ONLY	pls. see bock	Action Taken Resolved Pending Recommendation/Others: WANNA - 3-11-1016 Performed Bro/ Date:
Unlund		anen	The saw		
Employee's Signature	_	Department Manager/Supervisor	Emplayed Simple	_	Denortment Managar/Sunamicon