

	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
03/01/2016	ICG/GBTabeta	Set-up Outlook on Laptop	Done/ 1-March-2016	
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	

Prepared by:  NATHAN CARPIO Mark Carpio IT Personnel	Noted by:  Brian Jose R. Fuertes IT Manager
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Name: <u>Alex Liza E. Flores</u>		Date: <u>MAR. 01, 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):	

Details	
Reduced file size for PCRA1 Billing	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 03-01-2016</u> Performed By / Date:

Alex Flores
 Employee's Signature

J. Ramon
 Department Manager/Supervisor

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Name: <u>THEOMAR REY O. AQUINERA</u>		Date: <u>03/09/2016</u>
<input type="checkbox"/> E-Mail <input 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	
GO POC. ONLY Mobile #: 0906-4351475	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 03-09-2016</u> Performed By / Date:

THEOMAR REY O. AQUINERA
 Employee's Signature

J. Ramon
 Department Manager/Supervisor

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Name: <u>GEPA TABEDA</u>		Date: <u>MARCH 01, 2016</u>
<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	
SET-UP MS OUTLOOK IN LAPTOP	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 03-01-2016</u> Performed By / Date:

Geppa Tabeda
 Employee's Signature

J. Ramon
 Department Manager/Supervisor

PKII ITD - F - 03 Rev. 02 / 10-14-2015 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM

Name: <u>MIDNETTE KOTIMA</u>		Date: <u>MAR 1, 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):	

Details	
REQUEST FOR LAPTOP FOR NEWLY HIRED (MR. JONAS EYANA) JR. ENGR.	Action Taken <input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN / 3-01-2016</u> Performed By / Date:

Midnette Kotima
 Employee's Signature

J. Ramon
 Department Manager/Supervisor

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Name: <u>Antonette F. Chow</u>		Date: <u>3/9/16</u>
<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	Action Taken
E-mail, access to intranet, <u>USA</u> Enrollment to Biometrics <u>Jonas Exuma</u> E-mail & Access to intranet & docu center <u>Arnel Tubong-banua</u> <u>053</u>	<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>WATMAN - 3-9-16</u> Performed By / Date:

[Signature]
 Employee's Signature

RICHARD D. PESCADOR
 Department Manager/Supervisor

PKII - F - 03 02 / 10-14-20 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM

Name: <u>Antonette Chow</u>		Date: <u>March 7, 2016</u>
<input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input checked="" type="checkbox"/> Transfer of Work Station <input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Details	Action Taken
<u>ACCOUNTING PRINTER</u> <u>[Smiley Face]</u>	<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN - 3-7-2016</u> Performed By / Date:

[Signature]
 Employee's Signature

[Signature]
 Department Manager/Supervisor

PKII - F - 03 Rev. 02 / 10-14-20 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM

Name: <u>RICHIE PESCADOR</u>		Date: <u>3/14/2016</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):	

Details	Action Taken
<u>Get Helped in freeing up space in Drive E of my tablet (office PC)</u>	<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>3/14/2016</u> Performed By / Date:

[Signature]
 Employee's Signature

[Signature]
 Department Manager/Supervisor

PKII - F - 03 02 / 10-14-20 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM

Name: <u>THEODORA REY O. AUTOMEA</u>		Date: <u>03/11/2016</u>
<input type="checkbox"/> E-Mail <input 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
<u>Project name: PK. See back</u> <u>DIOLINA Z. MERCADO</u> <u>TEAM LEADER</u> <u>0918-913 6819</u> <u>didi 05@hotmail.com / dmercado@yahoo.com</u> <u>20 pcs. only</u>	<input checked="" type="checkbox"/> Resolved <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: <u>NATHAN - 3-11-2016</u> Performed By / Date:

[Signature]
 Employee's Signature

[Signature]
 Department Manager/Supervisor