

	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
1/4/2016	ADM/MPLItimco	email address creation	Done/ 1-January-2016	
1/12/2016	HR/RDPescador	Clean up of flash disk & Laptop for viruses	Done/ 12-January-2016	
1/13/2016	ENG/MSSartaguda	Email assist	Done/ 13-January-2016	
1/14/2016	FIN/Fmanacop	CPU Equipment change	Done/ 14-January-2016	
1/29/2016	ICG/EJNunez	Calling Card	Done/ 29-January-2016	

Prepared by:

  
 Mark Carpio  
 IT Personnel

Noted by:

  
 Brian Jose R. Fuentis  
 IT Manager

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TECHNICAL SUPPORT FORM

Name: <u>Felita Mañanop</u>	Date: <u>01-14-16</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 type="checkbox"/> Others (Specify): <u>change of CPU</u>

## Details

CPU EQUIPMENT CHANGE

## Action Taken

☒ Resolved  
☐ Pending  
☐ Recommendation/Others:  
NATHAN / 01-14-16  
 Performed By / Date:

Mañanop  
 Employee's Signature

N. Mañanop  
 Department Manager/Supervisor

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Name: <u>ELIZA KARLA J. NUÑEZ</u>	Date: <u>JANUARY 29, 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

ELIZA KARLA J. NUÑEZ  
 JUNIOR CIVIL ENGINEER  
 (0922) 88 99 392  
 (0917) 504 2957  
 ejnunez@philkoei.com

## Action Taken

☒ Resolved  
☐ Pending  
☐ Recommendation/Others:  
done / 1-29-16  
 Performed By / Date:

ejnunez  
 Employee's Signature

30 PIECES

P. Ramon  
 Department Manager/Supervisor

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Name: <u>MARIA MIRACLE P. LITMCO</u>	Date: <u>January 4, 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

new email address

mplitimco@philkoei-com.ph

## Action Taken

☒ Resolved done  
☐ Pending  
☐ Recommendation/Others:  
NA / 01/04/2016  
 Performed By / Date:

Maria Grace Castaneda  
 Employee's Signature

RICHARD D. PESCADOR  
 Department Manager/Supervisor

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Name: <u>RICHIE PESCADOR</u>	Date: <u>1/12/2016</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

Clean up of flash disk &  
 laptop computer for  
 VIRASO

## Action Taken

☒ Resolved  
☐ Pending  
☐ Recommendation/Others:  
NATHAN - 1/12/2016  
 Performed By / Date:

R. Pescador  
 Employee's Signature

R. Pescador  
 Department Manager/Supervisor

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Name: <u>MARIANO S. SARTAGUDA</u>	Date: <u>Jan. 13, 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