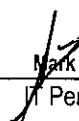
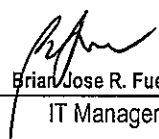
	ITD - F - 01 Rev. 00 / 08-16-2014 Page 1	PHILKOEI INTERNATIONAL, INC.
		IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
02/01/2017	Eng./DFVivar	Create google drive link for file name "PR Report P69-P73 Columns 01-31-17"	Done/ 01-Feb-2017	
02/01/2017	Eng./JEAbadilla	RAM Upgrade (Blue Screen error)	Done/ 01-Feb-2017	
02/01/2017	Eng./DFVivar	Hardware Upgrade of PC	Done/ 01-Feb-2017	
02/01/2017	Eng./DFVivar	RAM Upgrade (Blue Screen problems)	Done/ 01-Feb-2017	Clean RAM, Installed additional 4GB
02/02/2017	HR/MMacadangdang	Calling Cards for Marko Macadangdang and Mary Anne C. Castañares	Done/ 02-Feb-2017	
02/06/2017	ICG/RHCruz	Installation of Acrobat Software	Done/ 06-Feb-2017	
02/06/2017	Eng./DFVivar	Calling Card for Daniel Lawrence F. Vivar	Done/ 06-Feb-2017	
02/09/2017	ICG/RHCruz	E-mail for Christopher R. Salazar	Done/ 09-Feb-2017	
02/09/2017	ICG/RHCruz	E-mail for Reynaldo P. Cruz, Jr.	Done/ 09-Feb-2017	
02/09/2017	Eng./RQDanguilan	Install CAD Software	Done/ 09-Feb-2017	
02/13/2017	HR/MMacadangdang	Access to Printer, Biometrics Registration, Network/Server/File Access, E-mail, Door Lock and Intranet Access for Princess Palma	Done/ 13-Feb-2017	Enroll to Door Access
02/13/2017	HR/MMacadangdang	Access to Printer, Biometrics Registration, Network/Server/File Access, E-mail, Door Lock and Intranet Access for Precious & Perlito Tuazon	Done/ 14-Feb-2017	Enrolled Users
02/16/2017	BDD/JOAltomea	Calling Card for Diolina Mercado, Rene Flordeliz and Ace Neptuno	Done/ 16-Feb-2017	
02/16/2017	Fin./AEFlores	Telephone Line Transfer	Done/ 16-Feb-2017	
02/27/2017	Fin./ATTagublimas	Access to Printer (colored)	Done/ 27-Feb-2017	

Prepared by:

  
Mark Carpio  
IT Personnel

Noted by:

  
Brian Jose R. Fuertes  
IT Manager

<b>PKII</b>	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	<b>PHILKOEI INTERNATIONAL, INC.</b> <b>TECHNICAL SUPPORT FORM</b>
NAME: <u>Daniel Lawrence F. Vivar</u>		DATE: <u>02-01-17-17</u>
DEPARTMENT: <u>Engineering</u>		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input checked="" type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify): _____
Details / Remarks		Request Monitoring
Kindly create a google drive link for file "PR Report P69-P73 columns 01-31-17". We will submit this report to the client.		Received by: <u>Nathan</u> Date Received: <u>2-01-17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: _____ Requestee's Confirmation/Acknowledgement Date <u>02-01-17</u> Signature: <u>[Signature]</u>
<u>[Signature]</u> Employee's Signature		<u>[Signature]</u> Department Manager/Supervisor

<b>PKII</b>	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	<b>PHILKOEI INTERNATIONAL, INC.</b> <b>TECHNICAL SUPPORT FORM</b>
NAME: <u>Daniel Lawrence F. Vivar</u>		DATE: <u>02/01/2017</u>
DEPARTMENT: <u>Engineering</u>		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify): <u>Upgrade RAM</u>
Details / Remarks		Request Monitoring
Upgrade Blue Screen Problems		Received by: <u>NATHAN</u> Date Received: <u>02/01/2017</u> Action Taken <u>CLEAN RAM, INSTALLED ADDITIONAL 4GB</u> <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: _____ Requestee's Confirmation/Acknowledgement Date <u>02/01/17</u> Signature: <u>[Signature]</u>
<u>[Signature]</u> Employee's Signature		<u>[Signature]</u> 1 FEB 17 Department Manager/Supervisor

IT → pls. check, recommend


<b>PKII</b> ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	<b>PHILKOEI INTERNATIONAL, INC.</b> <b>TECHNICAL SUPPORT FORM</b>	
NAME: <u>Marko Macadangdang</u>		DATE: <u>Feb 2, 2017</u>
DEPARTMENT: <u>HR</u>		
<input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify): _____
Details / Remarks <u>Marko Macadangdang</u>		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>2 - FEB 2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: _____
PHILKOEI INTERNATIONAL, INC. CONSULTANTS • PLANNERS • ENGINEERS  MARKO MACADANGDANG Human Resources Assistant  1701 The Orient Square Building F. Ortigas Jr. Road, Ortigas Center Pasig City 1605, Philippines Tel. No. : (+632) 534-0325 Fax No. : (+632) 534-0335 Mobile : +63 936 289 8378 E-mail : mmacadangdang@philkoei.com.ph Website : www.philkoei.com.ph  ISO 9001 : 2008 CERTIFIED		Requestee's Confirmation/Acknowledgement Date <u>2 Feb 2017</u> Signature <u>[Signature]</u>
Employee's Signature _____		Department Manager/Supervisor <u>[Signature]</u>

<b>PKII</b> ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	<b>PHILKOEI INTERNATIONAL, INC.</b> <b>TECHNICAL SUPPORT FORM</b>	
NAME: <u>Daniel Lawrence F. Vivar</u>		DATE: <u>Feb. 6, 2017</u>
DEPARTMENT: <u>Engineering</u>		
<input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify): _____
Details / Remarks <u>Calling Card &amp;</u> <u>Daniel Lawrence F. Vivar</u> <u>Jr. Civil Engineer</u> <u>+63 905 211 5068</u>		Request Monitoring Received by: <u>[Signature]</u> Date Received: <u>02-06-2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: _____
		Requestee's Confirmation/Acknowledgement Date <u>02-06-17</u> Signature <u>[Signature]</u>
<u>[Signature]</u>		<u>[Signature]</u>

<b>PKII</b>	ITD - F - Rev. 04 / 12-06-2016 Page 1 of 1	<b>PHILKOE INTERNATIONAL, INC.</b> <b>TECHNICAL SUPPORT FORM</b>
NAME: <u>Mrs. Cruz</u>		DATE: <u>2/6/2017</u>
DEPARTMENT: <u>ICB</u>		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify): <u>Installation of Acrobat Software</u>
Details / Remarks		Request Monitoring
		Received by: <u>MARTIN</u>
		Date Received: <u>FEB 6 2017</u>
		Action Taken
		<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement
		Date: <u>2/6/17</u>
		Signature: <u>[Signature]</u>
<u>[Signature]</u> Employee's Signature		<u>[Signature]</u> Department Manager/Supervisor


<b>PKII</b>	ITD - F - Rev. 04 / 12-06-2016 Page 1 of 1	<b>PHILKOE INTERNATIONAL, INC.</b> <b>TECHNICAL SUPPORT FORM</b>
NAME: <u>Rizza Cruz</u>		DATE: <u>Feb. 9, 2017</u>
DEPARTMENT: <u>ICB</u>		
<input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input checked="" type="checkbox"/> E-Mail / (for HR Manager's Approval) <u>y2/9</u> <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks		Request Monitoring
- CHRISTOPHER R. SALAZAR - International Water Supply Engineers - Cambodia Urban Water Supply Project		Received by: <u>MARTIN</u>
		Date Received: <u>FEB 9 2017</u>
		Action Taken
		<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement
		Date: <u>2/9/17</u>
		Signature: <u>[Signature]</u>
<u>[Signature]</u> Employee's Signature		<u>[Signature]</u> Department Manager/Supervisor

BENJAMIN E. GAMIOA II

	ITD - F - 02 Rev. 04 / 12-06-2016 Page 1 of 1	<b>PHILKOE INTERNATIONAL, INC.</b> <b>TECHNICAL SUPPORT FORM</b>
NAME: RIZA DANGUILAN		DATE: 09 FEBRUARY 2017
DEPARTMENT: DESIGN CENTER		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input checked="" type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify):
Details / Remarks		Request Monitoring
* INSTALL CAD software		Received by: <u>MMAN</u>
		Date Received: <u>FEB 9 - 2017</u>
		Action Taken
		<input checked="" type="checkbox"/> Accomplished
		<input type="checkbox"/> Pending
		<input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement
		Date <u>09 February 2017</u>
		Signature <u>Riza Danguilan</u>

Riza Danguilan  
Employee's Signature

[Signature]  
Department Manager/Supervisor

	ITD - F - 02 Rev. 04 / 12-06-2016 Page 1 of 1	<b>PHILKOE INTERNATIONAL, INC.</b> <b>TECHNICAL SUPPORT FORM</b>
NAME: RIZA CM2		DATE: Feb 9, 2017
DEPARTMENT: ICA		
<input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input checked="" type="checkbox"/> E-Mail / (for HR Manager's Approval) <u>MMAN</u> <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks		Request Monitoring
<u>Ryngaldo P. Cruz, Jr</u> <u>Geotechnical Engineer</u> <u>Ha Long City Water</u> <u>Environment Improvement Project</u> <u>email add: 2.philkoe.com.ph</u>		Received by: <u>MMAN</u>
		Date Received: <u>FEB 9 2017</u>
		Action Taken
		<input checked="" type="checkbox"/> Accomplished
		<input type="checkbox"/> Pending
		<input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement
		Date <u>2/9/17</u>
		Signature <u>[Signature]</u>

[Signature]  
Employee's Signature

PATRICK JOHN A. RAMOS  
Department Manager/Supervisor

<b>PKII</b>	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	<b>PHILKOEI INTERNATIONAL, INC.</b> <b>TECHNICAL SUPPORT FORM</b>
NAME: <u>Daniel Lawrence F. Vilar</u>		DATE: <u>02-01-17</u>
DEPARTMENT: <u>Engineering</u>		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify): <u>Hardware upgrade of PC</u>
Details / Remarks  The desktop assigned to me has been experiencing an average of 3 blue screens daily. I believe the RAM of the computer needs to be upgraded.		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>2-01-17</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>02-01-17</u> Signature <u>[Signature]</u>

[Signature]

Employee's Signature

[Signature]

Department Manager/Supervisor

<b>PKII</b>	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	<b>PHILKOEI INTERNATIONAL, INC.</b> <b>TECHNICAL SUPPORT FORM</b>
NAME: <u>Mark Joshua Indandang</u>		DATE: <u>2/13/17</u>
DEPARTMENT: <u>HR</u>		
<input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input checked="" type="checkbox"/> Network/Server/File Access <input checked="" type="checkbox"/> E-Mail / (for HR Manager's Approval) <u>[Signature]</u> <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify): <u>Door lock access, Intranet</u>
Details / Remarks  Employee : Princess Soleydad T. Palma Employee # : 683		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>2-13-17</u> Action Taken <u>ENROL TO DOOR ACCESS</u> <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>2/13/17</u> Signature <u>[Signature]</u>

[Signature]  
Employee's Signature

[Signature]  
RICHARD D. PESCADOR

Department Manager/Supervisor

<b>PKII</b>	ITD - F - P Rev. 04 / 12-06-2016 Page 1 of 1	<b>PHILKOF INTERNATIONAL, INC.</b> <b>TECHNICAL SUPPORT FORM</b>
NAME: <u>MARC JASON MAUDAMUDAM</u>		DATE: <u>13 February 2017</u>
DEPARTMENT: <u>HR</u>		
<input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify): <u>Door lock access, Internet</u>
Details / Remarks		Request Monitoring
Employee name: <u>Precious Tnazon</u> Employee #: <u>682</u> Consultant's name: <u>Percito Tnazon</u> consultant #: <u>C396</u> <u>pgtnazon@philkoci.com.ph</u>		Received by: <u>NATHAN</u>
		Date Received: <u>14 / Feb / 2017</u>
		Action Taken: <u>ENROLLED USERS</u>
		<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
Requestee's Confirmation/Acknowledgement		
Date: <u>Feb 14 2017</u>		Signature: <u>[Signature]</u>

Employee's Signature

RICHARD D. PESCADOR  
Department Manager/Supervisor

<b>PKII</b>	ITD - F - P Rev. 04 / 12-06-2016 Page 1 of 1	<b>PHILKOF INTERNATIONAL, INC.</b> <b>TECHNICAL SUPPORT FORM</b>
NAME: <u>OPM Altemera</u>		DATE: <u>02/16/2017</u>
DEPARTMENT: <u>BOO</u>		
<input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) _____ <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks		Request Monitoring
For Project 1027 UICA Data Collection PMSM calling cards for 11- 1) Orlina Mercado - 0912-9136249 2) Rene Flancliz - 0919-2721962 3) Ace Nuptano - 0917-6460200 * Pls. include mobile #		Received by: <u>NATHAN</u>
		Date Received: <u>2-16-2017</u>
		Action Taken:
		<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
Requestee's Confirmation/Acknowledgement		
Date: <u>02/16/2017</u>		Signature: <u>[Signature]</u>

Employee's Signature

Department Manager/Supervisor

<b>PKII</b>	ITD - F - 06 Rev. 04 / Feb-06-2016 Page 1 of 1	<b>PHILKOE INTERNATIONAL, INC.</b> <b>TECHNICAL SUPPORT FORM</b>
NAME: <u>ANNA LIZA E. FLORES</u>		DATE: <u>FEB. 16 2017</u>
DEPARTMENT: <u>FINANCE</u>		
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify): <u>PHONE TRANSFER</u>
Details / Remarks	Request Monitoring	
	Received by: <u>NATHAN</u>	
	Date Received: <u>FEB 16 2017</u>	
	Action Taken	
	<input checked="" type="checkbox"/> Accomplished	
	<input type="checkbox"/> Pending	
	<input type="checkbox"/> Recommendation/Others:	
Requestee's Confirmation/Acknowledgement		
Date <u>FEB. 16 2017</u>		
Signature <u>[Signature]</u>		

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Department Manager/Supervisor

<b>PKII</b>	ITD - F - 06 Rev. 04 Feb-06-2016 Page 1 of 1	<b>PHILKOE INTERNATIONAL, INC.</b> <b>TECHNICAL SUPPORT FORM</b>
NAME: <u>ARLENE TUGUELMAS</u>		DATE: <u>FEBRUARY 27, 2017</u>
DEPARTMENT: <u>ACCOUNTING</u>		
<input checked="" type="checkbox"/> Access to Printer - <u>COLOR</u> <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input type="checkbox"/> Network/Server/File Access <input type="checkbox"/> E-Mail / (for HR Manager's Approval) <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks	Request Monitoring	
For printing of Billing Letter.	Received by: <u>NATHAN</u>	
	Date Received: <u>FEB 27 2017</u>	
	Action Taken	
	<input checked="" type="checkbox"/> Accomplished	
	<input type="checkbox"/> Pending	
	<input type="checkbox"/> Recommendation/Others:	
Requestee's Confirmation/Acknowledgement		
Date <u>February 27, 2017</u>		
Signature <u>[Signature]</u>		

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
ANALIE A. RODRIGUEZ  
AVP-FINANCE  
Department Manager/Supervisor