

PHILKOEI INTERNATIONAL, INC.

IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
7/3/2017	HR/MPPolitico	Installation of Adobe Acrobat Pro	Done/03-July- 2017	
7/4/2017	Eng./JKPagorogon	Calling Card for Albert Johnson	Done/04-July- 2017	
7/4/2017	Eng./JKPagorogon	Desktop Not Working	Done/04-July- 2017	Replaced by FBBaltazar's old CPU
7/5/2017	HR/MPPolitico	Biometrics Registration for Joseph Kennedy F. Incomio	Done/05-July- 2017	
7/7/2017	Eng./JKPagorogon	Calling Card for Rudolph M. Yambot	Done/07-July- 2017	
7/7/2017	HR/Mmacadangdang	Request Use of Laptop in Preparation of Quarterly Leave Credit Update Memo	Done/07-July- 2017	
7/10/2017	HR/MPPolitico	Biometrics Registration for Francis Carlo Sawali	Done/10-July- 2017	
7/10/2017	ICG/JBTabeta	Calling Card for Geph B. Tabeta	Done/10-July- 2017	
7/10/2017	lCG/PTPalma	Calling Card for Princess T. Palma	Done/10-July- 2017	
7/11/2017	ICG/JBMartin	Calling Card for Johanna Angela B. Martin	Done/11-July- 2017	
7/20/2017	MRT 7 - Structural	Assistance in Internet Access	Done/20-July- 2017	
7/24/2017	GAE/BJOcampo	Desktop Not Working	Done/24-July- 2017	Replaced by JVTacder's old CPU
7/25/2017	Eng./JKPagorogon	Transfer of Work Station	Done/25-July- 2017	
7/25/2017	Eng./JKPagorogon	Installation of AutoCAD for Florenz Calinog	Done/25-July- 2017	
7/25/2017	MRT 7 - Structural	She can't send e-mail	Done/25-July- 2017	
7/27/2017	MRT 7 - Structural	Assistance in JP's Computer (CAD Software) - Error Always Occur	Done/25-July- 2017	
7/31/2017	BDD/JOAltomea	Forward All Emails of mails@philkoei.com.ph to Joms Altomea's Account	Done/31-July- 2017	

Prepared by:

Island Julian
Personnel

Noted by:

Brjan Jose R. Fuertes

IT Manager

PKII ITD - F - Rev. 04 / 12-06-2016 Page 1 of 1	PHILK NTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: MITZI POLITICO	DATE: 07/63/2017
DEPARTMENT: HR	
□ 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	
Details / Remarks	Request Monitoring
Adobe Acrobat Pro	Received by: CLAND JULIAN Date Received: 7/03/17 Action Taken Accomplished Pending
	☐ Recommendation/Others:
	Requestee's Confirmation/Acknowledgement Date 7/3 Signature

Autivares

Department Manager/Supervisor

ITD - F - 03 PHILKOEI INTERNATIONAL, INC. PKII Rev. 04 / 12-06-2016 **TECHNICAL SUPPORT FORM** Page 1 of 1 NAME: JESSIE PAGOROGON DATE: 4 UULY 2017 DEPARTMENT: ENGINEERING AND DESIGN CENTER ☐ 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 Received by: KLAND TULIAN company and Project (clark Green city) Date Received: 07/04/17 calling courd for Mr. Albert Johnson Action Taken * 20 pcs each card Accomplished Pending Recommendation/Others:

Date

Signature

Employee's Signature

Employee's Signature

Department Manager/Supervisor

Requestee's Confirmation/Acknowledgement

UNIY 2017

PKII	ITD - F - 0 Rev. 04 / \(\sigma \) -06-2016 Page 1 of 1	PHILKO YTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: MITZ DEPARTMENT:		DATE: TULY 5, 7017
☐ Access to ☐ Calling O ☐ Biometri ☐ Software		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
JOSEPH Enip #	KENNEDY F. INCOMIO 702	Received by:
	pt	Signature RICHARD B. PESCADOR
	Employee's Signature	Department Manager/Supervisor

PKII PKII PKII PKII PKII PKII PKII PKII	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: JESSIE PAGOROGON DEPARTMENT: ENGINEERING AND DESIGN CENTER ☐ Access to Printer ☐ Calling Card ☐ Biometrics Registration ☐ Software Installation ☐ Transfer of Work Station	DATE: 07 UULY 2017 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 Received by: SLAND OMLIAN
RUDOLPH M. YAMBOT (50 pcs) Position: Civil 3D Expert/CAD Supervisor	Date Received: 7/7//7 Action Taken Accomplished Pending Recommendation/Others:
D	Requestee's Confirmation/Acknowledgement Date Signature 07 UUIY 2017

ITD-F-0	PHILKO 'NTERNATIONAL, INC.
PKII Rev. 04 /06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Marko Macadangdang	DATE: 7 July 2017
DEPARTMENT: HR	
☐ 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): We of laptop
	, , ,
Details / Remarks	Request Monitoring
I will reconst a looper in presention	Received by: KLAND JULIAN
y was respect, at eappropriate projection	Date Received: 07/07/17
guill regrest a laptop in preparation of Quarterly Leane credit update meno.	Action Taken
	Accomplished
	Pending
	Recommendation/Others:
HB	
	Requestee's Confirmation/Acknowledgement
	Date 7 July 2017
	Signature
44.0.00	mare
W 80	PICHARD D. PESCADOR
Employee's Signature	Department Manager/Supervisor

DVII ITD-F-C	PHILKO VTERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: MITZI POLITICO	DATE: 07/10/2017
DEPARTMENT: HR	
☐ 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
FRANCIS CARUO SANAU	Received by: ICLAND IMLIAN
	Date Received: 07/10/17
timp, # 703	Action Taken
Email: fasawali @ philkoei.com.ph	☐ Accomplished
φηη - α - σοπ γ -	☐ Pending
*	Recommendation/Others:
92	
	Requestee's Confirmation/Acknowledgement
, T	Date 09/10/2019
	Signature / /

Employee's Signature

RICHARD D. PESCADOR

Department Manager/Supervisor

ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: GEIPALD JOSEPH B. TABETA	DATE: JULY 10, 2017
DEPARTMENT: INTERNATIONAL CONSULTING GROUP	
☐ Access to Printer ☐ Calling Card	☐ Network/Server/File Access ☐ 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
GEPH B. TABETA	Received by: ISVAND OVUM
	Date Received: 7/10 / 17
HOMPH PRESOURCE & BASINESS DENETOHHERY	Action Taken
OFFICER	Accomplished
INTERMITIONAL PARTITIONS GRAUP	☐ Pending ☐ Recommendation/Others:
+62 917 836 11 76	Requestee's Confirmation/Acknowledgement
1/03 111 100 11 12	Date · JULY 11,2017
	Signature (Litabeta
Gabeta	Zh
Employee's Signature	Department/Manager/Supervisor
	received Pelmo 07/11/20

ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Princess Soleydad T. Palma DEPARTMENT: ICG	DATE: July 10, 2017
□ 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
Princess T. Palma Jr. Civil Engineer/Business Development Specialist	Received by: KLAND ONITION Date Received: 7/10/17 Action Taken Accomplished
International Consulting Group	☐ Pending ☐ Recommendation/Others:
+ 63 917 840 22 55.	Requestee's Confirmation/Acknowledgement Date カナルノのア

Princey Roludad Malmal

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PHILKOEI INTERNATIONAL, INC.	
PHILKOEI INTERNATIONAL, INC. — CONSULTANTS • PLANNERS • NGINEERS	PHILKO VTERNATIONAL, INC.
New York	TECHNICAL SUPPORT FORM
JOHANNA ANGELA B. MARTIN Executive Secretary	DATE: 7/11/2013
1701 The Orient Square Building F. Ortigas Jr. Road, Ortigas Center Pasig City 1605, Philippines Tel. No.: (+632) 534-0337 Fax No.: (+632) 534-0339 E-mail: jabmartin@philkoei.com.ph Website: www.philkoei.com.ph	☐ 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):
8.11.72	·
Details / Remarks	Request Monitoring
	Received by: AAND TULIAN
CHINE DAY'S as a factled	Date Received: 57/11/17 Action Taken
But in HIPPON KOEI	Accomplished
But in AIPPON POLI	Pending
template	☐ Recommendation/Others:
	Requestee's Confirmation/Acknowledgement
	Date 7 /1/2017
	Signature
ANGENE. MARTIN	MASASHI SAPAIE
Employee's Signature	Department Manager/Supervisor

PKII ITD - F Rev. 04 / 12-06-2016 Page 1 of 1	PHILK INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: Mana Mirade P. Litimco DEPARTMENT: MRT 7 - Struct. / Archi.	DATE: 20 July 2017
 □ 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
assiptance in infernet access	Received by:
	Signature Signature

Employee's Signature

Desartment Manager/Supervisor

ITD-F-0	PHILKOF TERNATIONAL, INC.
PKII Rev. 04 / 1≥-∪6-2016	TECHNICAL SUPPORT FORM
Page 1 of 1	TEOTHIOAE OOT FORTH ON
NAME: Maria Miracle P. Litimus	DATE: 25 July 2017
DEPARTMENT: MAT 7 (druchwal)	
☐ 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
	Received by: ISLAND JULIAN
	Date Received: 07/25/17
lice I by MI Have all	Action Taken
Assistance for 1.3. Monday	Accomplished
Sir manlet Team. She can't	Pending
Assistance for Ms. Alona of Sir manlos Team. She can't Sent e-mail.	Recommendation/Others:
Sent e-mail.	
	Requestee's Confirmation/Acknowledgement
	Date 25 July /AJIX
^	Signature
	J. J
Employee's Signature	Department Manager/Supervisor
	- //

PKII PKII PKII PKII PKII PKII PKII PKII	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: Jessie Pagorogon DEPARTMENT: Engineering and Design Center Access to Printer Calling Card Biometrics Registration Software Installation Transfer of Work Station	DATE: 25 July 2017 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify):
Details/Remarks Transfer Sir Jeff's workstation to Sir Niel's. (For MRT-7 Project)	Request Monitoring Received by: SIAND TULLAN Date Received: D7/25/17 Action Taken Accomplished Pending Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 25 July 2017 Signature

ITD - F - 03	
PKII Rev. 04 / 12-06-2016	PHILKOEI INTERNATIONAL, INC.
Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Jessie Pagorogon DEPARTMENT: Engineering and Design Center Access to Printer Calling Card Biometrics Registration Software Installation Transfer of Work Station	DATE: 25 duly 2017 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify):
Detelle / David	Cuters (Specify):
Details / Remarks	Request Monitoring
Install Autocad for Florenz Calinog	Received by: 17/25/17 SLAND TULIAN Date Received: D7/25/17 Action Taken Maccomplished Pending Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 25 July 2017 Signature Signature Maccomplished Signature Date 25 July 2017 Signature Maccomplished Date 25 July 2017 Date 25 July 20
Employee's Signature	Department Manager/Supervisor

PKII PKII PKII PKII PKII PKII PKII PKII	PHILKOEI ERNATIONAL, INC. TECHNICAL SUPPORT FORM
Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Maria miracle l' litimus	DATE: 27 July 2017
DEPARTMENT: MRT - 7 Structural	
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
	Received by: KLAND JULIAN
1 1 10/	Date Received: 07/27/17
Assistance in JP's Computer (CAD Software) - Error always occur	Action Taken
computer (CAD software)	Accomplished
Companyer (and boy, as)	☐ Pending
- Error always occur	Recommendation/Others:
	Requestee's Confirmation/Acknowledgement
	Date 27, July 2017
	Signature
apple of the second	Almmin
Employee's Signature	Department Manager/Supervisor
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ITD-F-03	DIM MAPINET NAME OF THE PARTY O
PKII Rev. 04 / 12-06-2016	PHILKOEI INTERNATIONAL, INC.
Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: JOMS ALTO MEA	DATE: 07/3//17
DEPARTMENT: BDD	
□ 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): Forware R
Details / Remarks	Request Monitoring
ALL EMPICS OF Mails Caphillocine	Part Received by: NATHAN Date Received: 07/31/2017
ALL EMPLS OF Mails Exphillocico for ill be forwarded to Joms Altomea's Mail account	Action Taken Accomplished Pending Recommendation/Others: Requestee's Confirmation/Acknowledgement Date Signature
Joms Altomea's Mail account	Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 07/31/4/0