

## PHILKOEI INTERNATIONAL, INC.

## IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
3/2/2015	ICG/NK/AMK	Setup new computer for new employee	Done	
3/2/2015	HR/AFC	Create email and ID/Enroll to Biometrix	Done	
3/3/2015	HR/RDP	Access to Wi-Fi	Done	
3/5/2015	HR/RHC	New I.D.	Done	
3/10/2015	HR/AFC	Tranfer of Work Station	Done	AFC moved from RHC work station
3/19/2015	DC/MDA	Internet Connection	Done	
3/19/2015	HR/RHC	Reproduction of Calling Card	Done	
3/23/2015	HR/RDP	Access to Internet	Done	
3/26/2015	ICG/NK/AMK	Enroll to mails@philkoei.com.ph	Done	
3/30/2015	DC/LSD	Reproduction of Calling Card	Done	
3/31/2015	DC/JBM	Scan Reference Book for DC/Engineering	Done	
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Prepared by:

Amalonique/ IT Personnel Noted by:

IT Manager

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PKII   ITD - F - 03   Rev. 01 / 11-24-2014		PHILKOEI INTERNATIONAL, INC.		Rev. 01 / 11-24-2014 Page 1 of 1		TECHNICAL SUPPORT FORM		RM
PKII	Page 1 of 1	TECHNICAL SUPI	PORT FORM	Fage 1 01 1			no.	
			1010	Name MONETTE K	JIMA	Date:	MARCH	2, 20×
ame	Antonette F. Chew	Date:	2/2/15	☐ E-Mail	☐ So	ftware Installation	1	
E-Mail		Software Installation		□ ID	☐ Tra	ansfer of Work Station		
Z ID		Transfer of Work Station		☐ Calling Card	1 - ,	cess to Printer		
] Calling	g Card	Access to Printer		☐ Server/File Access	1 Otl	ners (Specify):		
] Server/	/File Access	Others (Specify):				Details		
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- For	New employee,	Geph Torbeta (Reconsit	nerot Officer, ICG)	CONTRICTO	LE ONES!	-MC THE NEW E	114 10 926	
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n 1	loyee's Signature		epartment Manager	Employee's Signatur	e		Department	vianager
PKI	Rev. 01 / 11-24-2014 Page 1 of 1	TECHNICAL SU	PPORT FORM		ev. 01 / 11-24-201 age 1 of 1	4 TECHN	IICAL SUPP	ORT FORM
Name	21220 Cm 2	Date:	March 5,2015	Name R. Pt	5 CADOR		Date:	3/3/15
☐ E-Ma		Software Installation		☐ E-Mail		☐ Software Installatio		
D ID		☐ Transfer of Work Station				☐ Transfer of Work S	tation	
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			Department Manager	Elliployees	Digitatule			un unioni ivianag

Denartment Manager

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Rev. 01 / 11-24-2014 Page 1 of 1  TECHNICAL SUPPORT FORM	PKII Rev. 01 Page 1 o	/ 11-24-2014 of 1	TECHNICAL SUPPORT FORM		
Now to be to be to the top to the		·	1/		
Name Who W MUND Date: 3 19 15	Name Antonette	F. Chow	Date: Mar. 10, 2015		
☐ E-Mail ☐ Software Installation	☐ E-Mail	Software Inst			
☐ ID ☐ Transfer of Work Station		Transfer of V	Vork Station		
Calling Card Access to Printer	☐ Calling Card	☐ Access to Pri	nter		
☐ Server/File Access ☐ Others (Specify): Prop Changenon	☐ Server/File Access	Others (Spec	ify):		
Church Cano:  Details		Details			
MARKER ADMIN					
JENTL JOHN CELADINA					
Remarks			Remarks		
OK!					
Mills			Malow		
m. Adding			Richard D. Pescador		
Employee's/Signature Department Manager	Employee's Signa	nture	Department Manager		
	ITD - F -	03	PHILKOEI INTERNATIONAL, INC.		
ITD - F - 03 PHILKOEI INTERNATIONAL, INC.		/ 11-24-2014 <b>T</b>	ECHNICAL SUPPORT FORM		
Rev. 01 / 11-24-2014 Page 1 of 1  TECHNICAL SUPPORT FORM	Page 1 o	f1			
	Name RAZZA C	in v	Date: March 19. 20NT		
Name RICHIE PESCAGOR Date: 3/23/15	E-Mail	☐ Software Inst	allation		
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	Request	for calling card	43		
	Li hi	for calling card	Remarks		
Remarks		<b>7</b> -	OK		
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2 Mo or	Employee's Signa	iture	Department Manager		

Denartment Manager

Employee's Cignature

PKII   ITD - F - 03   Rev. 01 / 11-24-	PHILKOEI INTERNATIONAL, INC.	PKII   IID - F - 03   Rev. 01 / 11-24-201		PHILKOEFINTERNATIONAL, INC.  TECHNICAL SUPPORT FORM		
Page 1 of 1	TECHNICAL SUPPORT FORM		Page 1 of 1	TECHNICAL S	UPPORT FORW	
Name	Date: 3/30/2015  Software Installation Transfer of Work Station Access to Printer Others (Specify):	Name M0 E-Mail ID Calling G	Card	Software Installation Transfer of Work Station Access to Printer	MAR 26, 2015 - (mails@ohilkoei.cm.pl	
	Details			Details		
DEL NO. 0905-4 DIOSEFINA DILAGI CEL NO. 0917-79  Employee's Signature	1. LAGMAY, St. Highway Etass 116092 crnail; bobotlagman a gmail. 1AY, St. Structural Eigh, Remarks 13070 email; Lagmandjoayahoo com OK Lagmandjoayahoo com OK Department Manager		yee's Signature		Remarks  DL  G. Rames  Department Manager	
		PKII ITD - F - Rev. 01 Page 1 c	/ 11-24-2014	PHILKOEI INTERNATIONA TECHNICAL SUPPORT		
		Name JETUSA	MALLANT	Date: Mo	wech 31, 2005	
		☐ E-Mail		Installation		
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		Calling Card	Access to	o Printer	0	

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