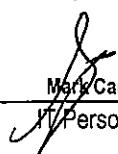
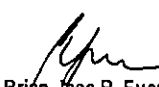
	ITD - F - 01	PHILKOEI INTERNATIONAL, INC.
	Rev. 00 / 08-16-2014 Page 1	IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
05/06/2017	BDD/AMFerrer	Draft Final Report of JICA PWSM	Done/ 06-May-2017	
05/08/2017	MRT 7 - Structural	Software Installation, E-mail for Danilo Cris & Thristan Selma and ID Installation for Danilo Cris	Done/ 10-May-2017	
05/08/2017	MRT 7 - Structural	E-mail for Sebastian C. Julian, Jr.	Done/ 10-May-2017	
05/08/2017	MRT 7 - Structural	Software Installation (PDF) to Lorenzo Del Castillo's PC Unit and Access to server for Ms. Hazel	Done/ 08-May-2017	
05/09/2017	ADM/JVTacder	Checking of Desktop Computer	Done/ 09-May-2017	
05/11/2017	MRT 7 - Structural	Assistance in Additional 3 laptops Request for RAM Connection Training	Done/ 11-May-2017	
05/16/2017	MRT 7 - Structural	Installation of SP Columns to Crystal's & Johnry's PC unit & Assitance in LAN Connection for Mr. Cesar	Done/ 16-May-2017	
05/16/2017	MRT 7 - Structural	Internt Connection Access for Thristan Selma	Done/ 16-May-2017	
05/17/2017	MRT 7 - Structural	Software Installation (CAD trial only) to Toshiba Laptop	Done/ 17-May-2017	
05/31/2017	MRT 7 - Structural	PC unit of Mirai & Vanesssa won't turn On	Done/ 31-May-2017	
05/31/2017	MRT 7 - Structural	Updating of Biometrics every 15th and Last day for contractual employees (8 am)	Done/ 31-May-2017	

Prepared by:

  
 Mark Carpio  
 IT Personnel

Noted by:

  
 Brian Jose R. Fuytes  
 IT Manager

<b>PKII</b> ITD - F-06 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOR INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>	
NAME: <u>Maria Miracle P. Ritmeo</u> DEPARTMENT: <u>MRT 7 - Structural</u>	DATE: <u>08 May 2017</u>	
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input checked="" 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 • Installation of PDF software to Mr. Lorenzo Del Castillo's PC unit • Access to Server for Ms. Hazel	Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>05 / 09 / 2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>05/08/17</u> Signature <u>[Signature]</u>	
Employee's Signature: <u>[Signature]</u> Department Manager/Supervisor: <u>[Signature]</u>		

<b>PKII</b> ITD - F-06 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOR INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>	
NAME: <u>Maria Miracle P. Ritmeo</u> DEPARTMENT: <u>MRT 7 - Structural</u>	DATE: <u>May 08, 2017</u>	
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input checked="" 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>ok</u> <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):	
Details / Remarks • PKII Email address • Installation of Microsoft Office Outlook For Mr. Danilo D. Cris and Thristan F. Selma • I.D. for Mr. Danilo D. Cris	Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>5 / 08 / 2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>May 10, 2017</u> Signature <u>[Signature]</u>	
Employee's Signature: <u>[Signature]</u> Department Manager/Supervisor: <u>[Signature]</u>		

<b>PKII</b> ITD - F-06 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOR INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>	
NAME: <u>Glady Anne Tardor</u> DEPARTMENT: <u>Admin</u>	DATE: <u>May 09, 2017</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):	
Details / Remarks Please check desktop computer - Computer always not responding - Computer always hang	Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>May 9 2017</u> Action Taken <input type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Recommendation/Others: <u>FOR UPGRADE / REPLACEMENT OF NEW DESKTOP</u> Requestee's Confirmation/Acknowledgement Date <u>5/9/17</u> Signature <u>[Signature]</u>	
Employee's Signature: <u>[Signature]</u> Department Manager/Supervisor: <u>[Signature]</u>		

<b>PKII</b> ITD - F-06 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOR INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>	
NAME: <u>Maria Miracle P. Ritmeo</u> DEPARTMENT: <u>MRT 7 - Structural</u>	DATE: <u>May 8, 2017</u>	
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input checked="" 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>ok</u> <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):	
Details / Remarks • PKII E-mail address For Mr. Sebastian C. Julian, Jr. (Mr. JoJo)	Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>05 / 08 / 2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>May 10, 2017</u> Signature <u>[Signature]</u>	
Employee's Signature: <u>[Signature]</u> Department Manager/Supervisor: <u>[Signature]</u>		

<b>PKII</b>	ITD - F-0 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOE INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>
	NAME: <u>Maria Miracle P. Litinas</u> DATE: <u>16 May 2017</u> DEPARTMENT: <u>MRT 7 - Architectural</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  <u>Internet connection access for Tristan Selma.</u>		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>MAY 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>16 May 2017</u> Signature <u>[Signature]</u>
Employee's Signature <u>[Signature]</u>		Department Manager/Supervisor <u>[Signature]</u>

<b>PKII</b>	ITD - F-0 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOE INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>
	NAME: <u>Maria Miracle P. Litinas</u> DATE: <u>11 May 2017</u> DEPARTMENT: <u>MRT 7 - Structural</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):
Details / Remarks  <u>Sir Mark/Nathan, Requesting for additional three (3) laptops for the training RAM connection.</u>		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>MAY 11 2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:  Requestee's Confirmation/Acknowledgement Date <u>11 May 2017</u> Signature <u>[Signature]</u>
Employee's Signature <u>[Signature]</u>		Department Manager/Supervisor <u>[Signature]</u>

<b>PKII</b>	ITD - F-0 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOE INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>
	NAME: <u>Maria Miracle P. Litinas</u> DATE: <u>17 May 2017</u> DEPARTMENT: <u>MRT 7 - Structural</u>	
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input checked="" 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>CAD software installation (Trial only) to Toshiba Laptop</u>		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>MAY 17 2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:  Requestee's Confirmation/Acknowledgement Date <u>17 May 2017</u> Signature <u>[Signature]</u>
Employee's Signature <u>[Signature]</u>		Department Manager/Supervisor <u>[Signature]</u>

<b>PKII</b>	ITD - F-0 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOE INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>
	NAME: <u>Maria Miracle P. Litinas</u> DATE: <u>16 May 2017</u> DEPARTMENT: <u>MRT 7 - Structural</u>	
<input type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input checked="" 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  <ul style="list-style-type: none"> <li>Installation of SP columns to Cristalis and Johnny's PC unit</li> <li>LAN connection for Mr. Cesar of Sir Mark's Team</li> </ul>		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>MAY 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>16 May 2017</u> Signature <u>[Signature]</u>
Employee's Signature <u>[Signature]</u>		Department Manager/Supervisor <u>[Signature]</u>

<b>PKII</b>	ITD - F - 0 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOE INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>
	NAME: Maria Miracle Litimco DEPARTMENT: MRT 7 DATE: May 31, 2017	
<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):
Details / Remarks • Computer problem + pc unit of Vanigsa & mirai won't turn on/open		Request Monitoring Received by: Date Received: Action Taken <input type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 05/31/17 Signature
Employee's Signature		Department Manager/Supervisor

<b>PKII</b>	ITD - F - Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOE INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>
	NAME: Mark Joshua Macandagdong DEPARTMENT: HR DATE: 12 May 2017	
<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): Internet access
Details / Remarks No internet access since moving. we need to access Philhealth's website for the remittance of our contributions.		Request Monitoring Received by: NMT/AN Date Received: 05-12-2017 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 12 June 2017 Signature
Employee's Signature		Department Manager/Supervisor

<b>PKII</b>	ITD - F - Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOE INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>
	NAME: Maria Miracle P. Litimco DEPARTMENT: MAT 7 - Struct. / Archi. DATE: May 31, 2017	
<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):
Details / Remarks Sir mark/Nathan, kindly update biometrics - OTR every 15th and last day of the month for contractual employees, if possible at 8am.		Request Monitoring Received by: Date Received: Action Taken <input type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 05/31/17 Signature
Employee's Signature		Department Manager/Supervisor

<b>PKII</b>	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOE INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>
	NAME: Arlene Ferrer DEPARTMENT: BDD DATE: 05/06/2017	
<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 checked="" type="checkbox"/> File Download/Uploading <input type="checkbox"/> Others (Specify):
Details / Remarks DRAFT FINAL REPORT OF JICA PWSM		Request Monitoring Received by: NMT/AN Date Received: 05/06/2017 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 05/06/2017 Signature
Employee's Signature		Department Manager/Supervisor