

## PHILKOEI INTERNATIONAL, INC.

## IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
03/01/2017	HR/MMacadangdang	Access to Printer, Biometrics Registration, Network/Server/File Access, E-mail, Door Lock and Set-up Work Station for Jessica Cruz, Jessa Bodaño & Florez Calinog	Done/ 01-Mar-2017	
03/09/2017	MRT 7 - Structural & Architectural	Transfer of Work Station of Jessa Bodaňo	Done/ 10-Mar-2017	
03/14/2017	HR/Mmacadangdang	Biometrics Registration and Door Lock Access for Christopher Bernardino	Done/ 14-Mar-2017	
03/15/2017	MRT 7 - Architectural	Network/Server/File Access	Done/ 15-Mar-2017	
03/16/2017	MRT 7 - Structural	Desktop/Computer not working	Done/ 16-Mar-2017	
03/16/2017	Eng./OMOrtiz	Transfer of Work Station	Done/ 16-Mar-2017	
03/16/2017	MRT 7 - Architectural	Password in Autocad	Done/ 16-Mar-2017	
03/16/2017	MRT 7 - Architectural	File Download in RAR	Done/ 16-Mar-2017	
03/17/2017	HR/MMacadangdang	Access to Printer, Biometrics Registration, Network/Server/File Access, E-mail, Door Lock and Set-up Work Station for Kimberly Santos, Myra Dayndante & Dominador Anain	Done/ 18-Mar-2017	
03/17/2017	MRT 7 - Architectural	Set-up Computer & Assistance in Google Drive	Done/ 20-Mar-2017	
03/20/2017	MRT 7 - Structural & Architectural	Transfer of Work Station	Done/ 20-Mar-2017	
03/20/2017	Eng./RQDanguilan	E-mail	Done/ 20-Mar-2017	
03/21/2017	BDD/RGCastillo	Calling Card	Done/ 21-Mar-2017	
03/23/2017	MRT 7 - Architectural	Transfer of Work Station	Done/ 23-Mar-2017	
03/23/2017	MRT 7 - Architectural	Assistance in Architectural Design Drawings Submittals	Done/ 23-Mar-2017	
03/24/2017	MRT 7 - Structural	Network/Server/File Access for Michihiro Abe	Done/ 24-Mar-2017	
03/24/2017	MRT 7 - Architectural	Network/Server/File Access, Transfer of Work Station of Kimberly Santos, Assistance in Printing Archi. Submittals & google drive	Done/ 24-Mar-2017	
03/27/2017	Eng./DFVivar	Calling Card, Software Installation, Resolve Quota Issue in PC unit	Done/ 27-Mar-2017	
03/27/2017	Eng./Sgagno	Software Installation (PDFSAM)	Done <i>l</i> 27-Mar-2017	
03/27/2017	MRT 7 - Architectural	Assistance in Google Drive	Done/ 27-Mar-2017	
03/28/2017	MRT 7 - Structural & Architectural	Network/Server/File Acess for Abe, Melanie & Joel	Done/ 28-Mar-2017	

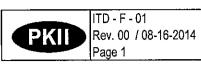
Prepared by:

Mark Carpio

Noted by:

Brian Jose R. Fuertes

IT Manager



## PHILKOEI INTERNATIONAL, INC.

## IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
03/28/2017	ICG/RHCruz	Calling Card	Done/ 28-Mar-2017	
03/29/2017	MRT 7 - Structural	Assistance in Cable Replacement for Joel Briňas' PC monitor	Done/ 29-Mar-2017	
03/29/2017	MRT 7 - Architectural	Network/Server/File Access, Installation of Google Earth Pro & Corrupted File Recovery	Done/ 29-Mar-2017	
03/29/2017	MRT 7 - Structural	Access to Printer & Software Installation (Excel MS Office or Equivalent)	Done/ 29-Mar-2017	
		·		
		·		

Prepared by:

Mark/Carpio

Noted by:

Brian Jose R. Fuertes
IT Manager

PKII	ITD - F - 0^ Rev. 04 \06- Page 1 of 1	2016	PHILKOF' 'YTERN NAL, INC. TECHNICAL SUPPORT FORM
NAME: Mark Joshua Waladangdang DEPARTMENT: Office		gdang.	DATE: March 1, 2017
☐ Software In	d Registration		Network/Server/File Access  E-Mail / (for HR Manager's Approval)  Repair (Attach ITD-F-06)  File Download/Uploading  Others (Specify): Lef-up walk (faction) Iron lack Access
Employee Jossica Crunz Jesca Bodiaño Flokez Calinacy	Details/Remarks  **Thinglanger #*  (694  (695  (686)	Position Jr. C.E.   XG CAD operator Jr. C.E.   ICG	Request Monitoring    Received by:   PATHAN     Date Received:
	MOS M Employee's Signati	ure	Department Manager/Supervisor

LITO F /	
PKII PKII PKII PKII PKII PKII PKII PKII	PHILKO NTERI ONAL, INC.
	TECHNICAL SUPPORT FORM
Page 1 of 1	
DEPARTMENT: MRT 7 - Clarder Land Indian	DATE: D9 March 2017
SANDWIZ //H WUYENIU	
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: איין איין
Total	Date Received: MAK 9 2017
Transfer of Computer unit of	Action Taken
Transfer of computer unit of Ms. Jessa Bodano (CAD Operator) from PKII (17th flr.) to MRT-7 (19th Flr.).	Accomplished
( nu (17/1 //- ) 6 mpt-7	☐ Pending
from PKII (ITTA FIR. ) TO MINI +	Recommendation/Others:
119th F/r.).	
CC175	Requestee's Confirmation/Acknowledgement
/	Date 10 march 2017 / 1
	Signature ///
_ gfr-	Jammin_
Employee's Signature	Department Manager/Supervisor
. /	///
	/ V

ITD-F-03	PHILKOEI INTERN JNAL, INC.	
PKI Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM	•
NAME: Ferdinand, locality P. Bersalo DEPARTMENT: MRT-7 CAD	DATE: March 14, 2017	
☐ Access to Printer	Network/Server/File Access	
☐ Calling Card ☐ Biometrics Registration	☐ 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	
CLOW PROCESSING OF	Received by: MMAN  Date Received: 3 Ju-20 7  Action Taken	
SLOW PROCESSING OF DRAWING FILES	Accomplished  Pending	
	Recommendation/Others:	
	Requestee's Confirmation/Acknowledgement  Date	
(Phusalone)	Signature MAY 18,	2017
Employee's Signature	Department Manager/Supervisor	

ITD-F-/	PHILKO "NTERN DNAL, INC.
PKI Rev. 04 \(\). \(\alpha\)-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Mark Joohua Maeadengdang DEPARTMENT: 418	DATE: Nov. 11 14 , 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): Door   bok access
Details / Remarks	Request Monitoring
Employee name: Christopher A. Bernardino Nk Driver Employee #: (08)	Action Taken  Accomplished Pending Recommendation/Others:  Requestee's Confirmation/Acknowledgement  Date
MAGO	RICHARD D. PESCADOR

Employee's Signature

ITD-F-(	PHILKO" ITERI ONAL, INC.
Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
AME: JESCA B. BODANTO	DATE: 3/15/2017
PARTMENT: MAT - 7 - Archi.	
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
Mark/Nathan Please facilitate asap. to meet submission	Received by: NATIAN
A No.	Date Received: MAR - 15 - 2017
Pleace tacilitate asap.	Action Taken
	Accomplished
to meet submission	Pending
Madline tomorrow.	☐ Recommendation/Others:
Thanks	Requestee's Confirmation/Acknowledgement
NIME	Date 03/15/2017
17117	Signature
-A-S	( dring)
/Employee's Signature	Department Manager/Supervisor
V	

ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Anna Vanussa D. Samonte  DEPARTMENT: MRT - 7 -	DATE: 16 March 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): ∫C Shuts down anthomorphically
Details / Remarks	Request Monitoring
Dresk-top computer not working	Received by: MONON-DOJ T  Action Taken  Accomplished  Pending  Recommendation/Others:  Requestee's Confirmation/Acknowledgement  Date  MARCH - DOJ T  Signature

Employee's Signature

ITD-F-(	PHILKO ITER DNAL, INC.
Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: OLIVER JOHN M. ORTH	DATE: 3/14/17
DEPARTMENT: DO	
☐ 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: NATHON
	Date Received: 3/14/17
For Efficiency of Work	Action Taken Swift/6
,,,	Accomplished
	☐ Pending
	☐ Recommendation/Others:
	Requestee's Confirmation/Acknowledgement
	Date 3/16/17 //
/	Signature //
Affect .	Janus
Employee's Signature	Department Manager/Supervisor

ITD-F	PHILK NTERN DNAL, INC.
PKII Rev. 04 ) 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: LUB P. VILLEGE	DATE: 3/16 / 17
DEPARTMENT: AKCY11/CTURAL / MKG	T N 1 (C) (E)
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): Regarding password in Autocad
Details / Remarks	Request Monitoring
	Received by: Nathaniel, Carpiu
	Date Received: 3 14 17-
	Action Taken
,	Accomplished
	.□ Pending
•	Recommendation/Others:
****	
	Requestee's Confirmation Acknowledgement
	Date 3/14/17 h
$\wedge$ ,	Signature Luis P. Villed MAA
Employee's Signature	Department Manager/Supervisor

DVII POUR OL 10 200 2015	PHILKOF' TERN )NAL, INC.
Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
IAME: MARIA MIRACLE P. LITIMCO	DATE: 16 March 2017
EPARTMENT: MRT - 7 - Arch	
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 RAR
Transfer of Work Station	☐ Others (Specify):
Details / Remarks	Request Monitoring
	Received by: MATHON
Sir mark/Nathan,	Date Received: MAR IC 2017
KINDLY DOWNLOAD THIS	Acțion Taken
OF IVAH IN GAZA DNINGOM	Accomplished (a) 9:46 A.M.
	☐ Pending
OPEN DOCUMENTS IN RAR	Recommendation/Others:
FOLDER. THANKS,	
MER.	Requestee's Confirmation/Acknowledgement
COMPOSE COMPOSE KAY	Date lu march 2017
WIMPOTER KAY	Signature ///
John MARIA MURICLE LITIMOS	Jamin
Employee's Signature	Department Manager/Supervisor
V	- ///
	/ •

PKII   ITD - F - 02	TECHNICAL SUPPORT FORM
NAME: Mayk Joshua Macadangdan g DEPARTMENT:	DATE: 3/17/17
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): Jef-up unnustation y two lackages
Details / Remarks	Request Monitoring
Employees:  Kimberly V. Santos - 688-00  Myra P. Dayandank - 629-00  Dominador H. Anain - 690 -00  tstart date: March 20, 2017  John Paul Mendezer 691  * Start date: March 27, 2019	Received by: MAN Date Received: 3 / (1 )

Employee's Signature

ITD-F-	PHILKO ITERI ONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Maria Mirade P. Litimco  DEPARTMENT: MRT-7 - Archi	DATE: 17 March 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 • Set up computer unit □ Others (Specify): • Affist in grayle drive
Details / Remarks	Request Monitoring
o Set-up computer unit for four (4) newly hired employees 3 Assis in grouple drive.	Received by: MTM/NW  Date Received:     MARCH   M     Action Taken  Accomplished  Pending  Recommendation/Others:  Requestee's Confirmation/Acknowledgement  Date  Date  Date  Date  Ponding  Recommendation/Others:
MARIA MIRA QUE P. LITI M W  Employee's Signature	Department Manager/Supervisor

ITD-F-C	PHILKO TERK DNAL, INC.
PKI Rev. 04 /06-2016	TECHNICAL SUPPORT FORM
Page 1 of 1	
NAME: KIZALINA Q. BANCUILAN	DATE: 3-20-17
DEPARTMENT:	
Access to Printer	☐ Network/Server/File Access
☐ 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):
LI Haisler of Work Sunter	
Details / Remarks	Request Monitoring
	Received by: MARL ANKNOW
Lacel /stallen	Date Received: 90-MARCH - 90F
Mark Comment,	Action Taken
Man Part Hate acap	Accomplished
pience judicula asaf	Pending
Mark/Nathan, Mease facilitate asap Ar our NLEX project	Recommendation/Others:
10000	
Thanks,	Requestee's Confirmation/Acknowledgement
	Date 3-20-17
NIMES	Signature Managow Con
Ng danguilan	Some
Employee's Signature	Department Manager/Supervisor

RBDANGUILAN @ PAYILINGET - COM . PAY

ITD-F-	PHILKO TERI ONAL, INC.
PKII Rev. 04 / 12-06-2016	TECHNICAL SUPPORT FORM
Page 1 of 1	TESTINIONE SOLITONIA
NAME: Maria Miracle P. Litimeo	DATE: 20 March 2017
DEPARTMENT: MRT - 7 (Archi/Struct)	
☐ 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: MMIM'
Transfer of work deline of la.	Date Received: カンー しゅってい フェース・ロー・ファー・ファー・ファー・ファー・ファー・ファー・ファー・ファー・ファー・ファ
Transfer of work Station of the following employees;	Action Taken
Louing employees:	Accomplished
1) July Brinas	Pending
2) Ferdinand Barcelona	☐ Recommendation/Others:
3) Anna Vanessa Samonte	l ·
4) Carl Sinda 5) myra Dayandantı	Requestee's Confirmation/Acknowledgement
9 kimberly Santos 1	Date 20 March 2017
-) Kimberty Southes /	Signature /// .
nama miracut p. Litimco	1 James
Employee's Signature	Department Manager/Supervisor
У	- //

ITD-F-03	DUIL MORI INTERNATIONAL INO
	PHILKOEI INTERNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: ROBERT CASTINO	DATE: MARCH 21 2019
DEPARTMENT: DCG	
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 (Demands	
Details / Remarks	Request Monitoring
	Received by: NATIW
	Received by: NATIW
	Received by: NMW Date Received: 03-U トルリ
Details/Remarks  See Mitached gor  1950/defails	Received by: NMMU Date Received: の3テルトでリ Action Taken
	Received by: NMM   Date Received: の3テロトでリー   Action Taken   IX Accomplished
	Received by: NMM Date Received: のろっしょつり Action Taken  Accomplished  Pending
	Received by: NATION  Date Received: 03-U - 2017  Action Taken  Accomplished  Pending  Recommendation/Others:

Roby RV Cushib
Employee's Signature

ITD-F-	PHILKO ITERI ONAL, INC.
Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
AME: Mana Miracle P. litimco	DATE: 23 March 2017
EPARTMENT: MAT → ARM  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
Transfer of work station of kimberly V. Santos beside Sir Florendo Ramus Jr. 's Work Station as soon as possible.  Employee's Signature	Date Received: 23 Mar 2017.

PKII   ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: Maria Miracle P. Litimus DEPARTMENT: MRT-7 - Archi	DATE: March 23, 2017
<ul> <li>☐ Access to Printer</li> <li>☐ Calling Card</li> <li>☐ Biometrics Registration</li> <li>☐ Software Installation</li> <li>☐ Transfer of Work Station</li> </ul>	☐ 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
<ul> <li>Assistance in printing Architectural         Design Drawings submittal on March at         2017 (FRIDAY)</li></ul>	Received by: NMHKW  Date Received: 03-23-107  Action Taken  Accomplished  Pending  Recommendation/Others:
maria Miratle p. Litim co Employee's Signature	Requestee's Confirmation/Acknowledgement  Date 23 Marun 20/74  Signature  Debartment Manager/Supervisor

PKII   ITD - F -   Rev. 04 / 12-06-2016   Page 1 of 1	PHILKO NTERN DNAL, INC. TECHNICAL SUPPORT FORM
NAME: Maria Miracle f. Litimus	DATE: 94 March 2017
DEPARTMENT: MRT -7 -Avdu	
Access to Printer	Network/Server/File Access for newly hired engloyed
☐ 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 of Kimberly Santos	Others (Specify):
J	
Details / Remarks	Request Monitoring
· Set-up (new) computer for newly hired	Received by: VATADY
Set-up (new) computer for newly hired  Assistance in re-printing  Architectural Design Drawings  Architectural Lasteran on march 25.1:	Date Received: MAL - 24 - 2017
And technal Dospion Drawings	Action Taken
of Station 6 (Batasan) on march 25,15	Accomplished
of Station (Contragon) (Sat.)	Pending
46. pages @10 Am	Recommendation/Others:
· 46 pages @10 Am  · A3 sized, colored	Requestee's Confirmation/Acknowledgement
· 8 sets	Date 24, March 7AAT
O Assistant in google drive	Signature
alt	Jalimmu .
Employee's Signature	Department Manager/Supervisor

ITD-F-C	PHILKO' 'TER! ONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Maria Mirade & Litimoo	DATE: 24 March 2017
DEPARTMENT: MRT-7 -Struct	<u> </u>
☐ 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: NATH AN]
	Date Received: MAR 24 2017
Million & Carrier angul for	Action Taken
Network Server access for Michahiro Abe	
Michilino Abe	¦□ Pending
•	Recommendation/Others:
•	
	Requestee's Confirmation/Acknowledgement
	Date 24 1 March 2017 / 2:05 pm
1	Signature on well
ahi	A AMININ
Employee's Signature	Department Manager/Supervisor

ITD-F-P^	PHILKOFUNTERY ONAL, INC.
PKI Rev. 0406-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: SHEILA GAGND	DATE: 03/27 / 2017
DEPARTMENT: 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: UPTIANU.
INSTALLATION OF POFSAM ASAP	Date Received: 03-27-1017
	Action Taken
·	Accomplished
·	Pending
	Recommendation/Others:
	Requestee's Confirmation/Acknowledgement
	Date
	Signature 28 (xn)
28 Lynnes.	- Como
Employee's Signature	Department Manager/Supervisor

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PKII   ITD - F - 03   Rev. 04 / 12-06-2016   Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: Kay Munder  DEPARTMENT: MRT - 7 Promport (Archi)  Access to Printer  Calling Card  Biometrics Registration  Software Installation  Transfer of Work Station	DATE: 27 May(1) 2.017    Network/Server/File Access   E-Mail / (for HR Manager's Approval)   Repair (Attach ITD-F-06)   File Download/Uploading   Others (Specify):
Details/Remarks  From External drive to Diese gle drive  \$\frac{20170320}{20170320} = 0 km Bullowu  \$\frac{20170325}{20170325} = \text{Rev Station (a (Archi))}  Note: \text{Reparate links.}	Request Monitoring  Received by:   Date Received: 27 / Man / 7017  Action Taken  Accomplished  Pending  Recommendation/Others:  Requestee's Confirmation/Acknowledgement  Date 27 Mar 17  Signature (1990)
Employee's Signature	Manager / Comment

ITD-F-03	PHILKOEI I. RNATIONAL, INC.
PKII Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: CAPL CHPICTION B. SINDA	DATE: MARCH 24, 2017
DEPARTMENT: MRT-7 / DECIGN 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:
•	Date Received: 3 · 27 · 2>11
MOUR REPLACEMENT	Action Taken
10000 1010000 1	
	☐ Pending
·	Recommendation/Others:
·	
	Requestee's Confirmation/Acknowledgement
	Date MARCH 28 , 2017
	Signature
	734
all the second s	
Employee's Signature	Department Manager/Supervisor

ITD-F-p^	PHILKOF 'NTERI' DNAL, INC.
PKII Rev. 0406-2016	TECHNICAL SUPPORT FORM
Page 1 of 1	
NAME: LAWRENCE VIVAR	DATE: 03/27/2017
DEPARTMENT: DESIGN CENTER / EWX	
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): Whota On Toshiba frintly
	Seat No.
Details / Remarks	Request Monitoring
Thonk you.	Received by: PATHAN
\ \frac{1}{2} \cdot \cdo	Date Received: (23 - 21 - 201)
. INSTALLATION OF PDFSAM ASAP	Action Taken
, , ,	Accomplished
. FOLLOW UP UN PREVIOUS REQUEST FOR	☐ Pending
CALLINGONAD	☐ Recommendation/Others:
CHICALO CHICA	
Kindly resolve the quota 1300 /	Requestee's Confirmation/Acknowledgement
my computer so I can part the	Date 03/17/17
Kindly resolve the quota issue in my computer so I can print the my computer so I can print the Printer	Signature / Minimum
Dyla	
Daniel Laurence F. Viva	1 ( Donnh
Employee's Signature	Department Manager/Supervisor

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PKII   ITD - F - 03   Rev. 04 / 12-06-2016   Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: Maria Misacle P. Litimco DEPARTMENT: MRT-7 (Struct.)	DATE: 29 March 2017
<ul> <li>☐ Access to Printer</li> <li>☐ Calling Card</li> <li>☐ Biometrics Registration</li> <li>☐ Software Installation</li> <li>☐ Transfer of Work Station</li> </ul>	☐ 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
Cable Replacement for Jan Monitor of Mr. Joel H. Brings	Received by: MAR 29 2017 MATHON  Date Received: MAR 29 7017  Action Taken  Accomplished  Pending  Recommendation/Others:  Requestee's Confirmation/Acknowledgement  Date 29 March 2017 2:59 p.m.
5 malayaala Signatus	Signature A A A A A A A A A A A A A A A A A A A
Employee's Signature	Department Manager/Supervisor

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PKII   ITD - F - 03   Rev. 04 / 12-06-2016	PHILKOEI INTERNATIONAL, INC.
Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Maria mirade P. Litimus  DEPARTMENT: MRT 7 - (Archi.)  Access to Printer	DATE: 201 March 2017
<ul> <li>□ Calling Card</li> <li>□ Biometrics Registration</li> <li>□ Software Installation</li> <li>□ Transfer of Work Station</li> </ul>	☐ Network/Server/File Access for Melanie ☐ E-Mail / (for HR Manager's Approval) ☐ Repair (Attach ITD-F-06) ☐ File Download/Uploading ☐ Others (Specify):
Details / Remarks	Request Monitoring
Assistance for recovering the corrupted files for ms-mulanic.  Assistance in installing gragle earth pro app in Sir Raul's pc unit.  RUSH  RUSH	Received by: MATION:  Date Received: 03-24-767.  Action Taken  Accomplished  Pending  Recommendation/Others:  Requestee's Confirmation/Acknowledgement  Date 29 Morth 2017 15:30 A.M.  Signature
Employee's Signature	Department Manager/Supervisor

PKII   ITD - F - 03   Rev. 04 / 12-06-2016   Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: Comp  DEPARTMENT: Comp  Access to Printer  Calling Card  Biometrics Registration  Software Installation  Transfer of Work Station	DATE: DALLA PS, 7017    Network/Server/File Access   E-Mail / (for HR Manager's Approval)   Repair (Attach ITD-F-06)   File Download/Uploading   Others (Specify):
Pls. see affersind.	Request Monitoring  Received by: NATHAN'  Date Received: 0 > - 18 - 1 AV7  Action Taken  Accomplished  Pending  Recommendation/Others:  Requestee's Confirmation/Acknowledgement  Date  Signature
Employee's Signature	PATMON FOR WARMOS  Department Manager/Supervisor

PKII Rev. 04 / 12-06-2016 Page 1 of 1	PHILKO NATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: Maria Muracle F. Litim co DEPARTMENT: MRT 7 - (Structural /Architect	DATE: 29 March 2013
<ul> <li>□ Access to Printer</li> <li>□ Calling Card</li> <li>□ Biometrics Registration</li> <li>□ Software Installation</li> <li>□ Transfer of Work Station</li> </ul>	Network/Server/File Access  E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify):
Assist Abe, Melanie & Joel for	Request Monitoring
Network/Server/file access.	Date Received: 3 - 28 - 707  Action Taken  Accomplished  Pending  Recommendation/Others:
<u> </u>	Requestee's Confirmation/Acknowledgement  Date 10 March 20 10  Signature
Employee's Signature	Department Manager/Supervisor

ITD-F-	PHILKO NATIONAL, INC.
PKII Rev. 04 / 12-06-2016	TECHNICAL SUPPORT FORM
Page 1 of 1	TEGINIONE SOFFORT FORM
NAME: MORK NOOL M. OLORTO	DATE: March 29, 2017
DEPARTMENT: MRT 7 (Struct)	
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 - Excel (MS office)	☐ File Download/Uploading
☐ Transfer of Work Station	☐ Others (Specify):
Details / Remarks	Request Monitoring
10.11.	Received by: VMTHAD
Mayle/NATAGN,	Date Received: 13-20 - 2017
I mo available	Action Taken
It we have	Accomplished
MS office License, Install	. □ Pending
Mark Norther,  If we have no available  MS office License, install  Office Libre or equivalent instead	Recommendation/Others:
Office LIDE	
tax kimbady 1. Santos this	
. For kimberly V. Santos Johns and mark Noel M. blarte	Date March 29, 2017
and mark well in oralle the	Signature Smoking
Mr. CV	Samue
Employee's Signature	Department Manager/Supervisor
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