	ITD - F - 01 Rev. 00 / 08-16-2014 Page 2 of 2	PHILKOEI INTERNATIONAL, INC.
		IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
12/1/2014	ENGINEERING/KHM	Computer Assistance	Done	
12/1/2014	ACCOUNTING/YDC	Computer Assistance	Done	
12/3/2014	ACCOUNTING/ALF	Email Assistance	Done	
12/3/2014	ACCOUNTING/CJC	Transfer of Work	Done	
12/5/2014	ACCOUNTING/GER	Computer Assistance	Done	
12/10/2014	BDD/AMF	Printing Assistance	Done	
12/10/2014	ENGINEERING/KHM	Printing Assistance	Done	
12/10/2014	ACCOUNTING/FDM	Printing Assistance	Done	
12/11/2014	HR/RHC	ID	Done	
12/11/2014	BDD/AMF	Network Assistance	Done	
12/11/2014	HR/RDP	Computer Assistance	Done	
12/12/2014	ICG/CDV	Document Scanning	Done	
12/12/2014	ENGINEERING/KHM	Document Scanning	Done	
12/15/2014	ACCOUNTING/AAR	Setup Computer	Done	
12/16/2014	ICG/JNJ	Laptop/Computer Assistance	Done	
12/16/2014	ICG/JNJ	Printer Access	Done	
12/16/2014	ACCOUNTING/AAR	Printer Access	Done	
12/16/2014	ENGINEERING/ABQ	Internet Access	Done	
12/17/2014	ICG/CDV	Printer Access	Done	
12/17/2014	HR/AFC	Printer Assistance	Done	

Prepared by:

  
IT Personnel

Noted by:

  
IT Manager

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Name <u>YOLANDA PERLA CHUR</u> Date: <u>DEC 01, 2014</u>	
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify):

Details <p><i>pls. check my connection of my mouse &amp; numerical pad</i></p> <p><b>ADVICE TO USE USB HUB</b></p>	
Remarks DONE 12/01/14 REQUEST : USB HUB	

Employee's Signature [Signature] Department Manager [Signature]

<b>PKII</b> ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>

Name <u>REX CARTERA</u> Date: <u>Dec. 9, 2014</u>	
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input checked="" type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):

Details <p><i>Transfer of work station.</i></p>	
Remarks DONE 12/09/14	

Employee's Signature [Signature] Department Manager [Signature]

<b>PKII</b> TD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>

Name <u>MARIA ANGEUNE KIKES H. VIENTES</u> Date: <u>12-01-2014</u>	
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):

Details <p><i>UNABLE TO OPEN FILES</i></p>	
Remarks DONE 12-01-2014	

Employee's Signature [Signature] Department Manager [Signature]

<b>PKII</b> ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>

Name <u>Anna Lynn Flow</u> Date: <u>DEC - 03, 2014</u>	
<input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):

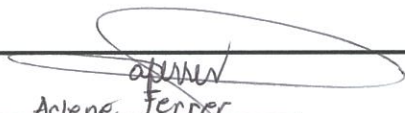
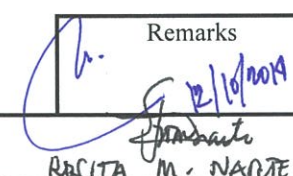
Details <p><i>adjust email quota</i></p>	
Remarks DONE 12/03/14	

Employee's Signature [Signature] Department Manager [Signature]



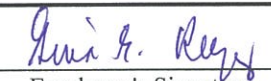
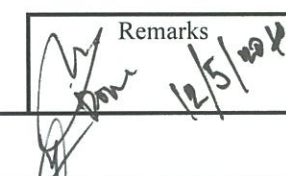
<b>PKII</b> ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM

Name <u>Arlene Ferrer</u>		Date: <u>12/10/2014</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify):	

Details	
Layout of divider for QIP Project	
<div style="display: flex; justify-content: space-between;"> <div>             Arlene Ferrer            Employee's Signature         </div> <div>             Rosita M. Narte            Department Manager         </div> </div>	

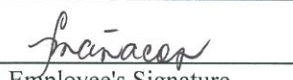
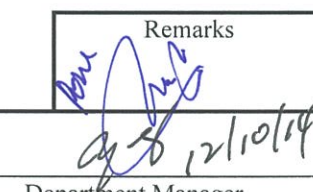
<b>PKII</b> ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM

Name <u>GINA E. REYES</u>		Date: <u>Dec. 5, 2014</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify): <u>Excell assistance</u>	

Details	
can not insert new rows	
<div style="display: flex; justify-content: space-between;"> <div>             Gina E. Reyes            Employee's Signature         </div> <div>             Department Manager         </div> </div>	


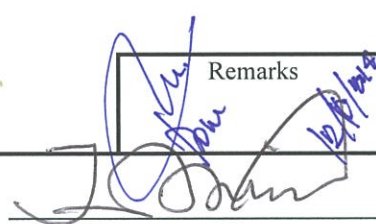
<b>PKII</b> ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM

Name <u>Jeilfa Manacop</u>		Date: <u>12/10/14</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify):	

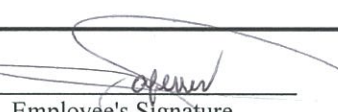
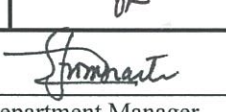
Details	
Paper Jam (Finance Printer)	
<div style="display: flex; justify-content: space-between;"> <div>             Manacop            Employee's Signature         </div> <div>             Department Manager         </div> </div>	

<b>PKII</b> ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.
	TECHNICAL SUPPORT FORM

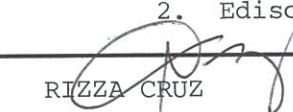
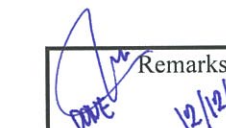
Name <u>MARIO ANGEUNE KISSES H-MONTE</u>		Date: <u>12-10-14</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify):	

Details	
PRINT DOCUMENT	
<div style="display: flex; justify-content: space-between;"> <div>             Mario Angeune Kisses H-Monte            Employee's Signature         </div> <div>             Department Manager         </div> </div>	


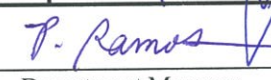
<b>PKII</b>	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
	Rev. 01 / 11-24-2014	TECHNICAL SUPPORT FORM
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Name <u>Arlene Ferrer</u>		Date: <u>12/11/2014</u>
<input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	
Details		
<p><i>no internet access</i></p>		
		Remarks <i>OK</i>
 Employee's Signature		 Department Manager


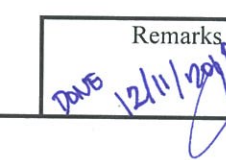
<b>PKII</b>	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
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	Page 1 of 1	

Name <u>RIZZA CRUZ</u>		Date: <u>December 11 2014</u>
<input type="checkbox"/> E-Mail <input checked="" type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	
Details		
<p>Request for Company ID of the following employee.</p> <p>1. Glenn Mijares 2. Edison De Vera</p>		
		Remarks <i>DATE 12/12/14</i>
 RIZZA CRUZ Employee's Signature		 RICHARD D. PESCADOR Department Manager

<b>PKII</b>	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
	Rev. 01 / 11-24-2014	TECHNICAL SUPPORT FORM
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Name <u>Cherrie D. Vitng</u>		Date: <u>Dec. 12. 20 14</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify): <u>scan documents</u>	
Details		
<p><i>kindly send the 8 doc. to cdvitng@philkoei.com.ph</i></p>		
		Remarks <i>OK 12/12/2014</i>
 Employee's Signature		 Department Manager



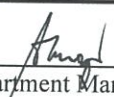
<b>PKII</b>	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.
	Rev. 01 / 11-24-2014	TECHNICAL SUPPORT FORM
	Page 1 of 1	

Name <u>Nichie Pascua</u>		Date: <u>Dec. 11, 2014</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify): <u>VIRUS CHECK FOR FLASH DISC</u>	
Details		
		Remarks <i>Done 12/11/2014</i>
 Employee's Signature		 Department Manager





<b>PKII</b> ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>	

Name <u>Annie A. Roque</u>		Date: <u>Dec. 15, 2014</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify):	

Details <u>Set up of temporary meeting laptop</u>	
Remarks  <u>12/15/2014</u>	
Employee's Signature 	Department Manager 


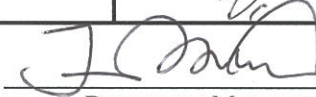
<b>PKII</b> ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>	

Name <u>JOSELYTO N. JOSE</u>		Date: <u>16 Dec - 2014</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify):	

Details <u>- check the corrupted hard drive</u> <u>- retrieve all the file if possible</u>	
Remarks 	
Employee's Signature 	Department Manager 


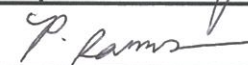
<b>PKII</b> ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>	


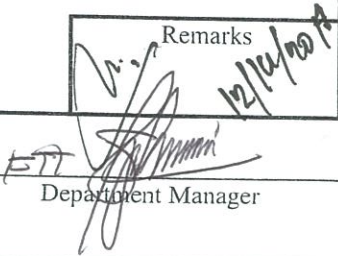
Name <u>MARIA ANGELINE KISSES H. MONTES</u>		Date: <u>12-12-2014</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify):	


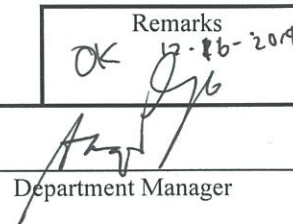
Details <u>SCAN DOCUMENT FOR</u> <u>SIP BANGSAMORO PROJECT.</u>	
Remarks <u>DONE</u> <u>12/12/2014</u>	
Employee's Signature 	Department Manager 

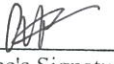

<b>PKII</b> ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. <b>TECHNICAL SUPPORT FORM</b>	

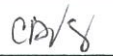
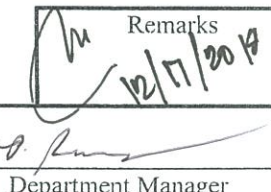
Name <u>JOSELYTO N. JOSE</u>		Date: <u>16 Dec - 2014</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Details <u>Link/Connect to ICG Printer</u>	
Remarks <u>OK</u> <u>12/16/2014</u>	
Employee's Signature 	Department Manager 

Name <b>QUIZZAGAN, AILEEN B.</b>		Date: <b>16 DEC 2014</b>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify):	
Details <div style="text-align: center; font-size: 1.2em;">NO INTERNET ACCESS</div>		
Employee's Signature: 		Remarks:  12/16/2014 Department Manager

Name <b>Anaw A. Pagan</b>		Date: <b>12-16-2014</b>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	
Details <div style="text-align: center; font-size: 1.2em;">Access to MP190 printer (man Anna's printer)</div>		
Employee's Signature: 		Remarks:  12-16-2014 Department Manager

Name <b>Antonette F. Chew</b>		Date: <b>12/17/14</b>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify):	
Details <div style="text-align: center; font-size: 1.2em;">Can not print Mr. Salomon's leave form</div>		
Employee's Signature: 		Remarks:  12/17/2014 Department Manager

Name <b>Cherrie D. Jitng</b>		Date: <b>12-17-2014</b>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify): <b>access to scanner</b>	
Details <div style="text-align: center; font-size: 1.2em;">Create shortcut to docucentre</div>		
Employee's Signature: 		Remarks:  12/17/2014 Department Manager