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

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
04/04/2017	ICG/CDVitug	Calling Card	Done/ 04-April-2017	
04/04/2017	Eng./JKPagorogon	Printing Capacity/Quota Expansion	Done/ 04-April-2017	
04/06/2017	MRT 7 - Architectural	Re-install Autocad 2017 trial version	Done/ 10-April-2017	
04/10/2017	Eng./JKPagorogon	Keyboard is not working	Done/ 10-April-2017	
04/10/2017	Eng./JKPagorogon	Fix Thunderbird Issue	Done/ 10-April-2017	
04/10/2017	Eng./JKPagorogon	Laptop Request for MRT 7 Peer Review Meeting	Done/ 10-April-2017	
04/10/2017	HR/MMacadangdang	Access to Printer, Biometrics Registration, Network/Server/File Access, E-mail, Door Lock and Set-up Work Station for Marlon Marasigan	Done/ 10-April-2017	
04/12/2017	Eng./JKPagorogon	Printing Capacity/Quota Expansion	Done/ 12-April-2017	
04/17/2017	MRT 7 - Structural & Architectural	Assistance in E-Toshiba 355 Printer	Done/ 17-April-2017	
04/18/2017	MRT 7 - Structural & Architectural	Assistance in PC unit of Ms. Melanie	Done/ 18-April-2017	Recommend purchase of new computer
04/19/2017	Eng./DFVivar	Dropbox link for file "Consolidated Geotech Report Rev.0-20170303"	Done/ 19-April-2017	
04/19/2017	HR/MMacadangdang	Access to Printer, Biometrics Registration, Network/Server/File Access, E-mail and Set-up Work Station for Thristan F. Selma	Done/ 21-April-2017	
04/20/2017	MRT 7 - Architectural	Access to Printer, Network/Server/File Access and Transfer of Work Station	Done/ 22-April-2017	
04/21/2017	Eng./JVSacayan	Request for Laptop for Sketchup Modelling	Done/ 21-April-2017	
04/24/2017	MRT 7 - Structural	Access to Printer, Network/Server/File Access and Biometrics Registration	Done/ 24-April-2017	
04/25/2017	MRT 7 - Structural	Access to Printer, Software Installation, Network/Server/File Access and Biometrics Registration	Done/ 25-April-2017	
04/25/2017	MRT 7 - Structural & Architectural	Assistance in CAD software access for John Paul & Thristan	Done/ 25-April-2017	

Prepared by:


Mark Carpio
IT Personnel

Noted by:


Brian Jose R. Fuertes
IT Manager

PKII ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	
NAME: KAY NUNEZ DEPARTMENT: MRT-7 PROJECT / MRT7- Archw		DATE: 06 APRIL 2017
<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 RE-INSTALL AUTO CAD 2017 TRIAL VERSION ALREADY EXPIRED		Request Monitoring Received by: NATHAN Date Received: 04-06-2017 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 10 APRIL 2017 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: JESSIE PAGDROGON DEPARTMENT: ENGINEERING / DESIGN CENTER		DATE: 04 APRIL 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): Increase printing capacity/quota
Details / Remarks		Request Monitoring Received by: NATHAN Date Received: 04-04-2017 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 04 APRIL 2017 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: JESSIE PAGDROGON DEPARTMENT: ENGINEERING / DESIGN CENTER		DATE: 10 APRIL 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 checked="" type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify):
Details / Remarks KEYBOARD IS NOT WORKING.		Request Monitoring Received by: NATHAN CARPIO Date Received: 10 APRIL 2017 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 10 APRIL 2017 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: Cherrie P. Vibing DEPARTMENT: ICG		DATE: Apr. 4, 2017
<input type="checkbox"/> Access to Printer <input checked="" 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 type="checkbox"/> Others (Specify):
Details / Remarks		Request Monitoring Received by: NATHAN Date Received: 04-04-2017 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date Apr. 4, 2017 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: JESSIE PAGOROGON DEPARTMENT: ENGINEERING / DESIGN CENTER		DATE: 12 APRIL 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 INCREASE PRINTING CAPACITY (COLORED) ADDITIONAL 2,000		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>04-12-2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>12 APRIL 2017</u> Signature <u>[Signature]</u>
Employee's Signature <u>[Signature]</u>		Department Manager/Supervisor <u>[Signature]</u>

PKII ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	
NAME: <u>Marko Sofrona Macandang</u> DEPARTMENT: <u>HR</u>		DATE: <u>10 Apr 2017</u>
<input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Biometrics Registration <u>done</u> <input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station		<input checked="" type="checkbox"/> Network/Server/File Access <input checked="" 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): <u>set up work station</u>
Details / Remarks <u>Marko Macandang - #695</u>		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>04-10-2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>10 Apr 2017</u> Signature <u>[Signature]</u>
Employee's Signature <u>[Signature]</u>		Department Manager/Supervisor <u>[Signature]</u>

PKII ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	
NAME: <u>Maria Miracle P. Litmo</u> DEPARTMENT: <u>MRT 7 (Admin/Struct)</u>		DATE: <u>17 April 2017</u>
<input checked="" 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 type="checkbox"/> Others (Specify):
Details / Remarks Assistance in E-Toshiba 355 printer.		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>04-17-2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>17 April 2017</u> Signature <u>[Signature]</u>
Employee's Signature <u>MARIA MIRACLE P. LITMO</u>		Department Manager/Supervisor <u>[Signature]</u>

PKII ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM	
NAME: JESSIE PAGOROGON DEPARTMENT: DESIGN CENTER		DATE: <u>10 APRIL 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 REQUEST FOR LAPTOP FOR MRT-7 PEER REVIEW (11 APRIL 2017) USE: MEETING WITH CLIENT RETURN DATE: NEXT WEEK, MONDAY (17 APRIL 2017)		Request Monitoring Received by: <u>NATHAN</u> Date Received: <u>APR-10-2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others: Requestee's Confirmation/Acknowledgement Date <u>10 APRIL 2017</u> Signature <u>[Signature]</u>
Employee's Signature <u>[Signature]</u>		Department Manager/Supervisor <u>[Signature]</u>

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOE INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: <u>Marks Macadongdong</u>		DATE: <u>19 Apr 2017</u>
DEPARTMENT: <u>HR</u>		
<input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input checked="" 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 checked="" type="checkbox"/> E-Mail / (for HR Manager's Approval) <u>ry</u> <input type="checkbox"/> Repair (Attach ITD-F-06) <input type="checkbox"/> File Download/Uploading <input checked="" type="checkbox"/> Others (Specify): <u>set up work station</u>
Details / Remarks		Request Monitoring
Employee name: <u>Thristan F. Selma</u>		Received by: <u>NATHAN</u> Date Received: <u>APR - 19 - 2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date <u>04/21/17</u> Signature <u>[Signature]</u>
<u>[Signature]</u> Employee's Signature		<u>[Signature]</u> RICHARD D. PESCADOR Department Manager/Supervisor

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOE INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: <u>Maria Miracle P. Litimco</u>		DATE: <u>18 April 2017</u>
DEPARTMENT: <u>MKT-7 (struct./Archi)</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		Request Monitoring
Assistance in pc unit of melanie. * pc unit is running slow NATHAN: RECOMMEND. FOR PURCHASE NEW UNIT.		Received by: <u>NATHAN</u> Date Received: <u>APR - 18 - 2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date <u>18 April 2017</u> Signature <u>[Signature]</u>
<u>[Signature]</u> MARIA MIRACLE P. LITIMCO Employee's Signature		<u>[Signature]</u> Department Manager/Supervisor

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOE INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: <u>Maria Miracle P. Litimco</u>		DATE: <u>20 April 2017</u>
DEPARTMENT: <u>MKT 7 (Archi)</u>		
<input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input type="checkbox"/> Biometrics Registration <input type="checkbox"/> Software Installation <input checked="" 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		Request Monitoring
* Transfer of computer unit of ms. kim to ms. melanie's work station. * Computer unit setup for the new employee, Tristen F. Selma, Jr. Archi. - Access to printer - Network/Server/File access - Software installation if there's any * Transfer of workstation of sir Lorenzo "Noy"		Received by: <u>NATHAN</u> Date Received: <u>04-20-2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date <u>22 April 2017</u> Signature <u>[Signature]</u>
<u>[Signature]</u> Employee's Signature		<u>[Signature]</u> Department Manager/Supervisor

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOE INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: <u>Daniel Lawrence F. Viver</u>		DATE: <u>04-19-17</u>
DEPARTMENT: <u>Engineering</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		Request Monitoring
Kindly create a dropbox link for file "Consolidated Geotech Report Rev 0-20170303" Philkoe1005 → mdtolentino → For Dropbox		Received by: <u>NATHAN</u> Date Received: <u>4-19-2017</u> Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:
		Requestee's Confirmation/Acknowledgement Date <u>04-19-17</u> Signature <u>[Signature]</u>
<u>[Signature]</u> Daniel Lawrence F. Viver Employee's Signature		<u>[Signature]</u> Department Manager/Supervisor

PKII	ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC.	
	TECHNICAL SUPPORT FORM		
NAME: Maria Miracle P. Litmus		DATE: 25 April 2017	
DEPARTMENT: MRT 7 (Struct)			
<input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input checked="" 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		Request Monitoring	
Mark / Nathan, Assistance to the following; 1) access to printer 2) network/server/file access 3) software installation if any 4) Biometrics Registration For Mr. Jojo, Senior Drainage Engr.		Received by: NATHAN Date Received: APRIL 25, 2017 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
		Requestee's Confirmation/Acknowledgement	
Date 07/25/17		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: JEFF SCAVATZ		DATE: 09-21-17	
DEPARTMENT: MRT 7 PROJECT DESIGN CENTER			
<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		Request Monitoring	
1 LAPTOP USE FOR SKETCH UP MODELLING FOR MRT 7 PROJECT		Received by: NATHAN Date Received: 4-21-17 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
		Requestee's Confirmation/Acknowledgement	
Date 09-21-17		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: Maria Miracle P. Litmus		DATE: 25 April 2017	
DEPARTMENT: MRT - 7 (Arch/Struct)			
<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		Request Monitoring	
Assistance in CAD software access for John Paul and Thriston.		Received by: NATHAN Date Received: 4-25-2017 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
		Requestee's Confirmation/Acknowledgement	
Date 25 April 2017		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: Danny Cruz		DATE: April 24, 2017	
DEPARTMENT: MRT-7 Structural			
<input checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Calling Card <input checked="" 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		Request Monitoring	
		Received by: NATHAN Date Received: 4-24-2017 Action Taken <input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> Pending <input type="checkbox"/> Recommendation/Others:	
		Requestee's Confirmation/Acknowledgement	
Date 4/24/2017		Signature	
Employee's Signature		Department Manager/Supervisor	