

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
02/01/2017	Eng./DFVivar	Create google drive link for file name "PR Report P69-P73 Columns 01-31-17"	Done/ 01-Feb-2017	
02/01/2017	Eng./JEAbadilla	RAM Upgrade (Blue Screen error)	Done/ 01-Feb-2017	
02/01/2017	Eng./DFVivar	Hardware Upgrade of PC	Done/ 01-Feb-2017	
02/01/2017	Eng./DFVivar	RAM Upgrade (Blue Screen problems)	Done <i>l</i> 01-Feb-2017	Clean RAM, Installed additional 4GB
02/02/2017	HR/MMacadangdang	Calling Cards for Marko Macadangdang and Mary Anne C. Castaňares	Done <i>l</i> 02-Feb-2017	
02/06/2017	ICG/RHCruz	Installation of Acrobat Software	Done/ 06-Feb-2017	
02/06/2017	Eng./DFVivar	Calling Card for Daniel Lawrence F. Vivar	Done/ 06-Feb-2017	
02/09/2017	lCG/RHCruz	E-mail for Christopher R. Salazar	Done/ 09-Feb-2017	
02/09/2017	ICG/RHCruz	E-mail for Reynaldo P. Cruz, Jr.	Done/ 09-Feb-2017	
02/09/2017	Eng./RQDanguilan	Install CAD Software	Done/ 09-Feb-2017	
02/13/2017	HR/MMacadangdang	Access to Printer, Biometrics Registration, Network/Server/File Access, E-mail, Door Lock and Intranet Access for Princess Palma	Done/ 13-Feb-2017	Enroll to Door Access
02/13/2017	HR/MMacadangdang	Access to Printer, Biometrics Registration, Network/Server/File Access, E-mail, Door Lock and Intranet Access for Precious & Perlito Tuazon	Done/ 14-Feb-2017	Enrolled Users
02/16/2017	BDD/JOAltomea	Calling Card for Diolina Mercado, Rene Flordeliz and Ace Neptuno	Done/ 16-Feb-2017	
02/16/2017	Fin./AEFlores	Telephone Line Transfer	Done/ 16-Feb-2017	
02/27/2017	Fin./ATTagublimas	Access to Printer (colored)	Done/ 27-Feb-2017	
		<u> </u>		

Prepared by:

Mark Carpio Personnel Noted by:

Brian Jose R. Fuertes

IT Manager

			,
	lian a se	,	
PKII	ITD - F - 03	PHILKOEI INTERNATIONAL, INC.	1
	Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM]
NAME: Damel	Lawrence F. Vivoi	DATE: 01-01-17-M	1
DEPARTMENT: \mathcal{E}	Meering		1
☐ Access to P		☑ Network/Server/File Access	┨
Calling Car	đ	☐ E-Mail / (for HR Manager's Approval)	
Biometrics:		Repair (Attach ITD-F-06)	ļ
📗 🛚 Software In	stallation	☐ File Download/Uploading	İ
☐ Transfer of	Work Station	Others (Specify):	
	Details / Remarks	Paguart Manitoria	1
Will carel		Request Monitoring Received by: Name of the second	ł
KINAY CHEACH	e a google arive link for	Date Date of the Control of the Cont	ĺ
tile PRR	e a goode drive link for eport 169-173 columns	Action Taken	;
01-31-1-	7". We will submit this	Accomplished	ł
	•	☐ Pending	
1 yort t	o the client.	☐ Recommendation/Others:	
•		Requestee's Confirmation/Acknowledgement	
		Date 02-0/-/7	l
		Signature Min	
_	10.		i
	MA	JO WYC	
	Employee's Signature	Department Manager/Supervisor	1
— —			<u>.</u>
	ITD - F - 0?	DIW CONTROL	_
PKII	Rev. 04 /_ J6-2016	PHILKOF "YTERNATIONAL, INC.]
	Page 1 of 1	TECHNICAL SUPPORT FORM	
NAME: Vame	Conserce 1. Vivar	DATE: 0.00 // //	j
	ingineering	DATE: 02/01/2017	
☐ Access to P		☐ Network/Server/File Access	1
☐ Calling Car		☐ E-Mail / (for HR Manager's Approval)	
☐ Biometrics]		Repair (Attach ITD-F-06)	
☐ Software In:		File Download/Uploading	
☐ Transfer of	Work Station	Others (Specify): Uprade RAM	
		Carried (Specify).)
	Details/Remarks Creen Problems	Request Monitoring	
Npgrade		Received by: NATHAN	l
Blu S	creen Problems	Date Received: 02 /01 /2 17	i
V (Action Taken CLEAN RAM METALLED ADDITIONAL	468
		Accomplished	' -
		Pending	
	•	Recommendation/Others:	
	•	Regulactoo's Confirmation (A.)	l
		Requestee's Confirmation/Acknowledgement Date 02/01/17//	ĺ
	(1.1	Signature / Signature	
	M:		i
	Employee's Signature	Department Manager/Supervisor	ı
		The state of the s	

(T) Ms. Check, recommend

PKII ITD - F - 03 Rev. 04 / 12-06-2016 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: Marko Micadangdang DEPARTMENT: HP	DATE: Feb 2, 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):
Details / Remarks	Request Monitoring
PKII PHILKOEI INTERNATIONAL, INC. consultants · Planners · Engineers	Received by: MMIAN Date Received: 2 - 6 2 20 \(\Omega\) Action Taken Accomplished
MARKO MACADANGDANG Human Resources Assistant	☐ Pending ☐ Recommendation/Others: Requestee's Confirmation/Acknowledgement
1701 The Orient Square Building F. Ortigas Jr. Road, Ortigas Center Pasig City 1605, Philippines Tel. No. : (+632) 534-0325 Fax No. : (+632) 534-0335 Mobile : +63 936 289 8378 ISO 9001 : 2008 CERTIFIED E-mail : mmacadangdang@philkoel.com.ph Website : www.philkoel.com.ph	Date 2 fch 10/3 Signature MT
Employee's Signature	Department Manager/Supervisor

PKII ITD - F - 03 Rev. 04 / 12-06-2016	PHILKOEI INTERNATIONAL, INC.
Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Daniel Lawrence F. Vivar DEPARTMENT: Langueria	DATE: FLS. 6, 2017
DEPARTMENT: La recing 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
Calling Card (Daniel Lawrence F. Vivar Jr. Civil Engineer +63 905 2115068	Received by: UMIDO Date Received: '02-06-2017 Action Taken Accomplished Pending Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 02-06-77 Signature
_ Ski_	L'Onine

PKII ITD - F - f Rev. 04 riz-06-2016	PHILKO VITERNATIONAL, INC. TECHNICAL SUPPORT FORM
Page 1 of 1 NAME: 424 W	DATE: 2 (, / ル)チ
DEPARTMENT: ☐ 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 m fallation of Others (Specify): Acrobat Sufface
Details / Remarks	Request Monitoring
	Received by: **HATHAN** Date Received: PtB 6 2007 Action Taken Accomplished Pending Recommendation/Others:
	Requestee's Confirmation/Acknowledgement Date 2 6/17 Signature
Employee's Signature	Department Manager/Supervisor

PKII Rev. 04 / 6-2016 Page 1 of 1	PHILKOF TERNATIONAL, INC. TECHNICAL SUPPORT FORM
NAME: 1220 CM2 DEPARTMENT: 1/6	DATE: Feb. 9, 2017
EPARTMENT:	□ Network/Server/File Access □ E-Mail / (for HR Manager's Approval) / 9 □ Repair (Attach ITD-F-06) □ File Download/Uploading □ Others (Specify):
Details / Remarks	Request Monitoring Received by: UMITON
- Christopher R. R. SALVEDR - International Water Supply Engineers - Combo dia Unbom Water Supply Project	Date Pecaivods
	Requestee's Confirmation/Acknowledgement Date Signature The state of the state o
Employee's Signature	Patrick John R. 10, mg. Department Manager/Supervisor

BEWAMAN E. GAMI OA /

ITD - F - 0°	PHILKOE INTERNATIONAL, INC.
PKII Rev. 04 / J6-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: RIZA DANGUILAN	DATE: 09 FEBRUARY 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: WMMMV.
	Date Received: "RD 9 - 10/7
Y MICTORIA CAO ANTHONO	Action Taken
* INSTALL CAD software	Accomplished
	Pending
	Recommendation/Others:
	Requestee's Confirmation/Acknowledgement
	Date 09 February 2017
	Signature no las Gulas
ughanginlas	- Je Infan
Employee's Signature	Department Manager/Supervisor

DVII	PHILKO ITERNATIONAL, INC.
Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: RAZA CW2	DATE: [18 9,70]7
DEPARTMENT: ICU	
☐ Access to Printer	☐ Network/Server/File Access
☐ Calling Card	E-Mail / (for HR Manager's Approval) Manual
☐ Biometrics Registration	Repair (Attach ITD-F-06)
Software Installation	☐ File Download/Uploading
☐ Transfer of Work Station	Others (Specify):
Details / Remarks	Request Monitoring
A 1. 0 0 1-	In the Library Co.
lynaldo P. CM2, Jr	Date Received: TEB 9 2017
Geotedhical trainer	Action Taken
Lynaldo P. Crnz. Ir Geofedhmical tragineer Ha Long City Water Environment Improvement Project email add: Dyhilkori won. ph	Accomplished
East of the contract from	∤□ Pending
entionism inframe on the	Recommendation/Others:
email add: Wilhilkoui.com.ph	
1	Requestee's Confirmation/Acknowledgement
	Date 2/9/17
	Signature
	P. Rams
_ C 27	PATRICIA JOHN A. RAMOS
Employee'ş Sjenature	Department Manager/Supervisor

PKII ITD - F - 03 Rev. 04 / 12-06-2016	PHILKOEI INTERNATIONAL, INC.
Rev. 04 / 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: Pariel Lawrence F. Vivar	DATE: 02-0-17
DEPARTMENT: Engineering	
Access to Printer	☐ Network/Server/File Access
Calling Card	☐ E-Mail / (for HR Manager's Approval)
☐ Biometrics Registration ☐ Software Installation	Repair (Attach ITD-F-06)
☐ Transfer of Work Station	☐ File Download/Uploading
	Others (Specify): Hardware upgrede of PC
Details / Remarks	Request Monitoring
The desktop assigned to me has	Received by: NATANA
been experiencing an average of 3	Date Received: 2.0) - 17
	Action Taken Accomplished
blue screens daily. I believe the	Pending
RAM of the computer needs to be	☐ Recommendation/Others:
upgraded.	Requestee's Confirmation/Acknowledgement
apgrad sa	Date 02-0/-/7
	Signature Signature
Stin	J. China
Employee's Signature	Department Manager/Supervisor
DVII Pou 04 4 0 0040	PHILKOE TERNATIONAL, INC.
PKII ITD - F - 02 Rev. 04 / \ 6-2016 Page 1 of 1	PHILKOEP TERNATIONAL, INC. TECHNICAL SUPPORT FORM
PKII Rev. 04 / 1 16-2016 Page 1 of 1 NAME: Morek Joshua Mokadanadana	TECHNICAL SUPPORT FORM
PKII Rev. 04 / 1 16-2016 Page 1 of 1 NAME: Mark Joshua Makadangdang DEPARTMENT: HR	TECHNICAL SUPPORT FORM
Rev. 04 / 1 16-2016 Page 1 of 1 NAME: Morek Joshua Industralangdang DEPARTMENT: HR Access to Printer	DATE: 2 13 117 Network/Server/File Access
Rev. 04 / 1 6-2016 Page 1 of 1 NAME: Morek Joshua Malandangdang DEPARTMENT: HR Access to Printer Calling Card	DATE: 2 13 117 Network/Server/File Access E-Mail / (for HR Manager's Approval)
Rev. 04 / 1 6-2016 Page 1 of 1 NAME: Mark Joshua Induadangdang DEPARTMENT: Hu Access to Printer Calling Card Biometrics Registration	TECHNICAL SUPPORT FORM DATE: 2 13 113 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06)
Rev. 04 /	DATE: 2 13 117 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading
Rev. 04 / 1 6-2016 Page 1 of 1 NAME: Mark Joshua Induadangdang DEPARTMENT: Hu Access to Printer Calling Card Biometrics Registration	TECHNICAL SUPPORT FORM DATE: 2 13 117 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06)
Rev. 04 /	DATE: 2 13 117 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify): Dor lock acsess, Intranet
Rev. 04 / 1 6-2016 Page 1 of 1 NAME: Monek Joshua Indundangdang DEPARTMENT: Hu Access to Printer Calling Card Biometrics Registration Software Installation Transfer of Work Station Details / Remarks	TECHNICAL SUPPORT FORM DATE: 2 13 117 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify): Dor lock acsess, Infranct Request Monitoring
Rev. 04 / 1 5-2016 Page 1 of 1 NAME: Mark Joshua Indiandangdang DEPARTMENT: HR Access to Printer Calling Card Biometrics Registration Software Installation Transfer of Work Station Details / Remarks Employee: Princess Soleydad T. Polima	TECHNICAL SUPPORT FORM DATE: 2 13 117 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify): Dwr lock acsess , Intranet Request Monitoring
Rev. 04 / 1 6-2016 Page 1 of 1 NAME: Monek Joshua Indundangdang DEPARTMENT: Hu Access to Printer Calling Card Biometrics Registration Software Installation Transfer of Work Station Details / Remarks	TECHNICAL SUPPORT FORM DATE: 2 13 17 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify): Dor lock acsess Intranet Request Monitoring Received by: MATHON Date Received: 2-13-17 Action Taken Pol
Rev. 04 / 1 5-2016 Page 1 of 1 NAME: Mark Joshua Indiandangdang DEPARTMENT: HR Access to Printer Calling Card Biometrics Registration Software Installation Transfer of Work Station Details / Remarks Employee: Princess Soleydad T. Polima	TECHNICAL SUPPORT FORM DATE: 2 13 117 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify): Dor lock acsess, Infranct Request Monitoring Received by: Mathew Date Received: 2-13-17 Action Taken Color Color Accomplished
Rev. 04 / 1 5-2016 Page 1 of 1 NAME: Mark Joshua Indiandangdang DEPARTMENT: HR Access to Printer Calling Card Biometrics Registration Software Installation Transfer of Work Station Details / Remarks Employee: Princess Soleydad T. Polima	TECHNICAL SUPPORT FORM DATE: 2 13 117 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify): Dor lock acsess Infranct Request Monitoring Received by: material Date Received: 2-13-17 Action Taken Color Color Color Accomplished Pending
Rev. 04 / L. 56-2016 Page 1 of 1 NAME: Mark Joshua Indiandangdang DEPARTMENT: HR Access to Printer Calling Card Biometrics Registration Software Installation Transfer of Work Station Details / Remarks Employee: Princess Soleydad T. Polima	TECHNICAL SUPPORT FORM DATE: 2 13 117 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify): Dor lock acsess, Infranct Request Monitoring Received by: Mathew Date Received: 2-13-17 Action Taken Mathew Accomplished
Rev. 04 / L. 56-2016 Page 1 of 1 NAME: Mark Joshua Indiandangdang DEPARTMENT: HR Access to Printer Calling Card Biometrics Registration Software Installation Transfer of Work Station Details / Remarks Employee: Princess Soleydad T. Polima	TECHNICAL SUPPORT FORM DATE: 2 13 17 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify): Dor lock acsess, Infranct Request Monitoring Received by: MATHEN Date Received: 2-13-17 Action Taken Color Color Color Accomplished Pending Recommendation/Others:
Rev. 04 / L. 56-2016 Page 1 of 1 NAME: Mark Joshua Indiandangdang DEPARTMENT: HR Access to Printer Calling Card Biometrics Registration Software Installation Transfer of Work Station Details / Remarks Employee: Princess Soleydad T. Polima	TECHNICAL SUPPORT FORM DATE: 2 13 117 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify): Dor lock acsess Intranet Request Monitoring Received by:
Rev. 04 / L. 56-2016 Page 1 of 1 NAME: Mark Joshua Indiandangdang DEPARTMENT: HR Access to Printer Calling Card Biometrics Registration Software Installation Transfer of Work Station Details / Remarks Employee: Princess Soleydad T. Polima	TECHNICAL SUPPORT FORM DATE: 2 13 17 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify): Dor lock acsess, Intranet Request Monitoring Received by:
Rev. 04 / L. 56-2016 Page 1 of 1 NAME: Mark Joshua Indiandangdang DEPARTMENT: HR Access to Printer Calling Card Biometrics Registration Software Installation Transfer of Work Station Details / Remarks Employee: Princess Soleydad T. Polima	DATE: 2 13 117 DATE: 2 13 117 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify): Dor lock acsess , Intranet Request Monitoring Received by:
Rev. 04 / 1 6-2016 Page 1 of 1 NAME: Mark Joshua Makadangdang DEPARTMENT: HR Access to Printer Calling Card Biometrics Registration Software Installation Transfer of Work Station Details / Remarks Employee: Princess Soleydad 7. Pollman	TECHNICAL SUPPORT FORM DATE: 2 13 17 Network/Server/File Access E-Mail / (for HR Manager's Approval) Repair (Attach ITD-F-06) File Download/Uploading Others (Specify): Dor lock access, Intranet Request Monitoring Received by: PMINAN Date Received: 2-13-17 Action Taken Pal Dock Accomplished Pending Recommendation/Others: Requestee's Confirmation/Acknowledgement Date 2 13 17

ITD-F-0°	PHILKOF 'TERNATIONAL, INC.
PKII Rev. 04 / 2-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: MAKIC JASHING WALADONINGAMA	DATE: B February 2017
DEPARTMENT: 1-12	
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	2 Others (Specify): Door lock access , Indeanct
Details / Remarks	Request Monitoring
Employer hame: Precious Thazon Employee #: 682	Received by: NATYAN
Employee # : 482	Date Received: 14 / FEB / 2017
constituted to come: Percito trazon consultated to C396	Action Taken ENFOLLED USTRS
Constitution one period	Accomplished
ansulfatint # : C396	Pending
consultation # C396	Recommendation/Others:
2000 SWINOU.	
ma Jaw I	Requestee's Confirmation/Acknowledgement
(-)	Date \$6 14 60 17
	Signature Mon
	Of March
	HICHARD D. PESCADOR
Employee's Signature	Department Manager/Supervisor

.. .

IID-F-	PHILKO ITERNATIONAL, INC.
PKII Rev. 04 7 12-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
AME: Jam altomea	DATE: 02/10/2019
PEPARTMENT BOO	
Access to Printer 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):
Details / Remarks	
	Request Monitoring
For Project 1627 VICA Data Collection	Date Received: 2-16 - Lord
pren	Date Received: 2-16 - 2017 Action Taken
COULD ME CONTOLS FOU 11-	Accomplished
cauling cards for 11- 1) offing Merca do-0912-9136249 3) New Flor deliz - 8919-2721962 0) Ace nything - 0917 - 646 0706	Pending
5) 0/90/10 10/00/00 04/2-4/15 00-17	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
3) rem particular oggi-27x19ex	Recommendation/Others:
9) ACE 1490MO - 0917 - 646 0788	Paguestasis Confirmation / Aclar and alcomo
to pla in ole one metallo the	Requestee's Confirmation/Acknowledgement Date PAIN PAIT
t pk. inducal mobile #	Signature
	Signature // //
Employee's Signature	Donotting of Manager 15
(6.2)(-3.0	Department Manager/Supervisor

ITD - F - 07	RUILVOEV TERMITIONAL INO
	PHILKOE TERNATIONAL, INC.
PKII Rev. 04 / 12 J6-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: ANNA 412A E. FLORES	DATE: FERS 16 2017
DEPARTMENT: FURNCE	·
☐ 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): The PHONE THANS FOR
Details / Remarks	Request Monitoring
	Received by: WATHAN
4	Date Received: Ftル (レコッ)
o.	Action Taken
	☑ Accomplished
•	☐ Pending
	☐ Recommendation/Others:
	1 ·
	Reguestee's Confirmation/Acknowledgement
	Date & 6. 16. 2017
	Signature
- Aylor-	
Employee's Signature	Department Manager/Supervisor

ITD - F - V	PHILKO ITERNATIONAL, INC.
PKII Rev. 04 7 124-06-2016 Page 1 of 1	TECHNICAL SUPPORT FORM
NAME: ARLENE TUGUBLIMAS	DATE: FEBRUARY 27, 2017
DEPARTMENT: ACCUMITING	
Access to Printer - Colored	☐ 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: MACHA 4.
For Printing of Billing/Letter.	Date Received: ftb 27 2017.
	Action Taken
· ·	☐ Pending
	☐ Recommendation/Others:
	Requestee's Confirmation/Acknowledgement
	Date Angeri XV Tebruary 23, 2017
	Signature
(July	ANALIE A - RUBINC AVP- J-INANCE
Employee's Signature	Department Manager/Supervisor