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		IT SERVICE LOGSHEET


DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	STATUS	REMARKS
8/27/2014	ENGINEERING/FBB	Server Access	Done	
8/28/2014	ACCOUNTING/GER	Transfer of Work Station, Printer Access	Done	
9/1/2014	ACCOUNTING/GER	Setup Email, Server Access, Printer Access	Done	
9/1/2014	HR/RHC	Setup Email, ID	Done	
9/9/2014	BDD/AMF	Setup computer	Done	
9/12/2014	ENGINEERING/FBB	Transfer of Work Station	Done	
9/16/2014	HR/RHC	Setup Email, ID	Done	
9/17/2014	ACCOUNTING/KBC	Internet Access	Done	
9/19/2014	BDD/PSR	Software Installation	Done	
9/29/2014	HR/RHC	Setup computer	Done	
10/1/2014	HR/RHC	Setup Email, ID	Done	
10/2/2014	ACCOUNTING/KBC	Server Access	Done	
10/3/2014	ENGINEERING/FBB	Pc Repair	Done	
10/6/2014	BDD/AMF	Printing Assistance	Done	
10/13/2014	HR/AFC	Setup computer	Done	
10/21-23/2014	ENGINEERING/ABQ	Printing Assistance	Done	
10/23/2014	ENGINEERING/KAS	Software Installation	Done	

Prepared by:


  
IT Personnel

Noted by:


  
BRIAN JOSE FUENTES  
IT Manager

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Name <u>Celia E. Reyes</u>		Date: <u>Aug 28, 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 <u>Transfer of post station</u> <u>- ACCESS TO PRINTER</u>		
<u>Celia E. Reyes</u> Employee's Signature		<u>[Signature]</u> Department Manager

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Name <u>FRANCISCO B. BALTAZAR, JR.</u>		Date: <u>08/27/2014</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 <u>ACCESS PHILKOEI - 000</u>		
<u>[Signature]</u> Employee's Signature		<u>[Signature]</u> Department Manager


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Name <u>Rizza Cruz</u>		Date: <u>Sept 1, 2014</u>
<input checked="" 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 For the following new employee: 1. Pauline Shei V. Ramirez - employee no. 628 2. Glaiza A. Rivera - employee no. 629		
<u>[Signature]</u> Employee's Signature		<u>[Signature]</u> RICHARD D. PESCADOR Department Manager


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Name <u>Celia E. Reyes</u>		Date: <u>Sept 1, 2014</u>
<input checked="" 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 checked="" type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	
Details <u>ACCOUNTING PRINTER</u>		
<u>Celia E. Reyes</u> Employee's Signature		<u>[Signature]</u> Department Manager




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Name <u>FRANCISCO B. BALTAZAR, JR.</u>		Date: <u>09/12/2014</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 checked="" type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Details	
	


 Employee's Signature
  Department Manager

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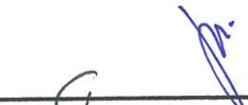
Name <u>KATHERINE B. CARR</u>		Date: <u>Sept. 17, 2014</u>
<input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Details	
<u>No internet connection.</u> 	


 Employee's Signature
  Department Manager

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Name <u>Arlene Ferrer</u>		Date: <u>09/09/14</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>Set up new desktop</u>	

Details	
<u>MS OFFICE AND FORMAT</u> 	


 Employee's Signature
  Department Manager

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Name <u>RIZZA CARR</u>		Date: <u>Sept. 16, 2014</u>
<input checked="" 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	
<u>Janna Phylcia V. Larrera - Employee # 630</u> 	

 Employee's Signature
  Department Manager


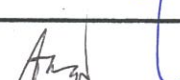
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Name <u>Rizza Cruz</u>		Date: <u>September 29, 2014</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify): <u>1 set of Computer</u>	

Details	
<p>1 set of Computer will be used for the newly hired HR Assistant.</p>	
 Employee's Signature	 <u>Richard D. Pescador</u> Department Manager

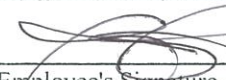

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Name <u>KATHERINE D. Cruz</u>		Date: <u>Oct. 2, 2014</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input checked="" type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	

Details	
<p>Request of access to Philkoei 37 Server.</p>	
 Employee's Signature	 <u>Richard D. Pescador</u> Department Manager

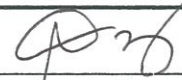

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Name <u>Pauline Shai V. Ramirez</u>		Date: <u>Sept. 19, 2014</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input checked="" type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	


Details	
<p>Thunderbird Installation -</p>	
 Employee's Signature	 Department Manager

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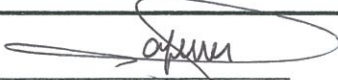
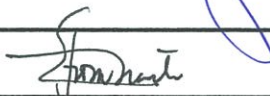
Name <u>Rizza Cruz</u>		Date: <u>Oct. 1, 2014</u>
<input checked="" type="checkbox"/> E-Mail <input checked="" type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input type="checkbox"/> Others (Specify):	


Details	
<p>For the following new employee:</p> <p>1) Antonette F. Chew # 631</p> <p>2) Michelle Ranao # 632</p>	
 Employee's Signature	 <u>Richard D. Pescador</u> Department Manager





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Name <u>Arlene Ferrer</u>		Date: <u>10/06/2014</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>Printing job (Docucenter)</u>	

Details	
<p><u>FOR PROJECT PROPOSALS</u></p>	
 Employee's Signature	 Department Manager

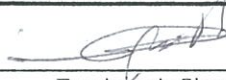
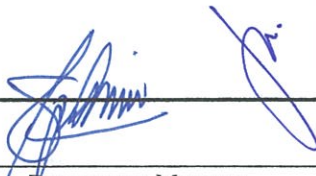
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Name <u>QUIZAGAN, AILEEN B.</u>		Date: <u>OCT. 21 - 23, 2014</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify):	

Details	
<p><u>ASSIST IN PRINTING OF BOARDS (EXHIBIT BOARD) FOR THE ANNIVERSARY</u></p>	
 Employee's Signature	 Department Manager

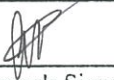

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Name <u>FRANCISCO B. BALTAZAR JR.</u>		Date: <u>10/03/2014</u>
<input type="checkbox"/> E-Mail <input type="checkbox"/> ID <input type="checkbox"/> Calling Card <input type="checkbox"/> Server/File Access	<input type="checkbox"/> Software Installation <input type="checkbox"/> Transfer of Work Station <input type="checkbox"/> Access to Printer <input checked="" type="checkbox"/> Others (Specify):	

Details	
<p><u>PC REGISTRY DIAGNOSTIC</u></p>	
 Employee's Signature	 Department Manager

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Name <u>Antoinette F. Chew</u>		Date: <u>OCT. 13, 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><u>Set-up computer</u></p>	
 Employee's Signature	 Richard D. Pescador Department Manager



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PHILKOEI INTERNATIONAL, INC.

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Name	<i>Kimberly Sauer</i>	Date:	<i>6/23/14</i>
<input type="checkbox"/> E-Mail	<input checked="" type="checkbox"/> Software Installation		
<input type="checkbox"/> ID	<input type="checkbox"/> Transfer of Work Station		
<input type="checkbox"/> Calling Card	<input type="checkbox"/> Access to Printer		
<input type="checkbox"/> Server/File Access	<input type="checkbox"/> Others (Specify):		

Details

*INSTALL STATION FOR KIM +  
SIN GENE*

*[Signature]*  
Employee's Signature

*[Signature]*  
Department Manager