

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY		REMARKS
09/05/2016	HR/AFChew	Enroll Drivers to Biometrics	Done/ 05-Sep-2016	
09/06/2016	HR/AFChew	Biometrics, Door Access , Printer Access for Antonio D. Chew	Done/ 06-Sep-2016	
09/08/2016	DC/JKPagorogon	Printer Access for Marianne Molina	Done/ 08-Sep-2016	
09/09/2016	ICG/AMKojima	Install LAN/Ethernet Cable for ZNA	Done/ 09-Sep-2016	
09/09/2016	HR/AFChew	ID for Rizalina Cruz (Liason matters)	Done <i>l</i> 09-Sep-2016	
09/13/2016	HR/AFChew	ID for Rosita Narte (Business meeting)	Done/ 13-Sep-2016	
09/13/2016	ICG/JPEyana	Access to Server (CGC)	Done <i>l</i> 13-Sep-2016	
09/13/2016	ICG/OMOrtiz	Access to Printer (Colored)	Done/ 13-Sep-2016	
09/15/2016	· ENG/ADChew	Printer Access	Done <i>l</i> 15-Sep-2016	
09/16/2016	HR/MMacadangdang	ID for Fredrick Allegado (parking purposes)	Done/ 16-Sep-2016	
09/20/2016	ICG/OMOrtiz	Recover Lost file	Done <i>l</i> . 20-Sep-2016	
09/21/2016	HR/MMacadangdang	To Install & Tutor Photoshop + Corel to HR, Soft Copies of IDs & Drafts	Done/ 21-Sep-2016	
09/30/2016	ENG/JMPamintuan	Printer Access	Done/ 30-Sep-2016	
		,		

Prepared by:

NATHAN CARPIO

Mark Carpio
T/Personnel

Noted by:

Brian Jose R. Fuertes

IT Manager

IIv - F - 03	PHILKOEI INTENNATIONAL, INC.				
Rev. 02 / 10-14-2 Page 1 of 1	TECHNICAL SUPPORT FORM				
rage 1 of 1					
Name Antonette Che	ew Date: Sept. 6,2016				
E-Mail	☐ Software Installation				
□ ID	Transfer of Work Station				
☐ Calling Card ☐ Access to Printer					
☑ Server/File Access	Others (Specify): Biomethics, DoorLock, Intranet, Doculate				
	Details				
Antonio D. Chav	Action Taken				
Employee #: 495	Resolved				
L Maryes in . 113	☐ Pending ☐ Recommendation/Others:				
,	NATHAN 6-Stp-70/6				
·	Performed By / Date:				
<u> </u>					
Employee's Signature	Department Manager/Supervisor				
1TD - F - 03	PHILKOEI INTERNATIONAL, INC.				
02 / 10-14-2 Page 1 of 1	TECHNICAL PORT FORM				
, page 1 of 1					
Name MONETE KOJIM	Date: SEPT 9, ZML				
☐ E-Mail	Software Installation				
☐ ID	☐ Transfer of Work Station				
☐ Calling Card	☐ Access to Printer				
☐ Server/File Access	Others (Specify): LAN CABVE				
	Details				
INSTALLATION OF LA	Action Taken				
	K Resolved				
₹NA	☐ Pending ☐ Recommendation/Others:				
	NATHAN / 09-GEP-2011				
	Performed By / Date:				
/ / /	P. Rames				
Emelovee's Signature	Department Manager/Supervisor				

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Rev. 02 / 10-14-2015			TECHNICAL SUPPORT FORM				
Page 1 of 1			1 Bon	TOTAL BOTTORY TORW			
	Name Anharthe F.	Chew		Date: Sept. 5, 2016			
The same of the sa			Software Installati				
	∐ ID		Transfer of Work : Access to Printer	Station			
	Calling Card						
	Server/File Access	년	Others (Specify):	Enrollment to Biometrics			
	No const		Details				
	Drivers: 1. Alfreds Scrillans -00	7 /		Action Taken			
	2- Roberto Alindaino - 481			Resolved			
	> life Bibat - (de0	,		Pending			
	4. Frederick Allegado - 41 5. Donnie Luzon - 6/2	12 /		Recommendation/Others:			
	5. Pornie Luzon - 612	. ,		MATTIAN / S-SIP-ZOLL			
	:			Performed By / Date:			
	1			M			
				Richard D. Recordor			
	Employee's Signatur	e 		Department Manager/Supervisor	or 		
PHILKOEI INTERNATIONAL, INC.							
PKII Rev. 03			TECHNICAL SUPPOSE FORM				
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	Lessie Pagorogon			ite: Sept. 8, 2010			
_	-Mail		re Installation				
\mathbf{I}		_	er of Work Station				
			to Printer	İ			
Server/File Access							
]	Details				
				Action Taken			
ħΛ	ananne Molina for	MRT7		№ Resolved			
Down center Access				Pending			
Dom conta necos			Recommendation/Others:				
			· —	IATUAN / 8- SEP-2016			
Performed By / Date:							
	<u> </u>						
	this :		_	15 Uruhy)			
]	Emplo/ee's Signature		3	Department Manager/Supervisor			

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Page 1 of 1 TECHNICAL PORT FORM		Page 1 of 1	-2015 TECHN	VICAL S. PORT FORM
				<u> </u>
Name Antonette F. Chew Date: Sept. 13, 2016		Name Antonette Chew		Date: Sept. 9, 2014
E-Mail Software Installation	i .	☐ E-Mail ☑ ID	Software Installation	
☐ ID ☐ Transfer of Work Station	<u> </u>	☑ ID	Transfer of Work St	tation
☐ Calling Card ☐ Access to Printer		☐ Calling Card	Access to Printer	
☐ Server/File Access ☐ Others (Specify):		Server/File Access	Others (Specify):	
Details			Details	
Rosita M. NAAC Resolved Pending		-Rizalina Cruz For linison matters		Action Taken Resolved Pending
*For business meetings Recommendation/Others: NATAN 3 - Stp Performed By / Date:	? - 120(A)	* 8100d Type should be	0	Recommendation/Others: NATHAN 1 - (EP - 10 Performed By / Date:
Employee's Signature Richard Department Manager/Superior		Employee's Signature	— for:	RICHARD D. PESCADOR Department Manager/Supervis 9 9
	<u> </u>			
ITD - F 03 PHILKOEI INTERNATIONAL, INC.	<u>-</u>			
PKII Rev. 01 10-14-20 TECHNICAL SUPPOL FORM		'ITD - F - 03	PHILKOEI INT	TERNATIONAL, INC.
Page 1 of 1	→ PK	Rev. 02 / 10-14-2015	TECHNICAL	SUPPORT FORM
Vame Oliver John M. Ortiz Date: 9/13/2014	1 '	Page 1 of 1		
	Name	JONAS P.	EYTNA Da	te: 09/13/16
☐ E-Mail ☐ Software Installation ☐ Transfer of Work Station ☐ Transfer of Work Station			Software Installation	1/15/17
	1 1 -	Mail	4	1
Calling Card Server/File Access CG Others (Specify):		-		
	- · /	lling Card	Access to Printer	1
Details Action Taken	- Z Ser	rver/File Access		
Colored Printer Resolved			Details	
Pending	1 Acc	less to CGC	Project Files TUR	Action Taken
Recommendation/Others:			↑ Po	esolved ending
Performed By / Date:	-		□ R	ecommendation/Qthers:
renomed by / Date.		\bigcap	; <i></i> _	· • · · · · · · · · · · · · · · · · · ·
	-		Per	rformed By / Date:
P. Ramus	_			VOS -N
Employee's Signature Department Manager/Supervisor	EYA	HUA, GODNA P.		Admit Danill
	E	Employed's Signature	T	Department Manager/Supervisor

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E-Mail			Software Install	lation			
D∕ 1D □			Transfer of Wo	rk Statio	n		
Calling Card			Access to Print	ег			
☐ Server/F	ile Access	Others (Specify	/):				
			Details				,
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I	-	1-6	U. a. saasaa	:=	Resolved		ŕ
		od not ar	arking purposes		Pending		
on this bl	dg.					endation/Of	thers: 19-2016
				-	NATHAN Performed	By / Date:	· · · · · · · · · · · · · · · · · · ·
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· · · · · · · · · · · · · · · · · · ·			·	'		/1/	/
	Mas			_	RICHAI	RÓ D. FÆS	CADOR
Emplo	yee's Signature	= <u></u>		_	Departm	ent Manage	er/Supervisor
	v ()						
Izmp							
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JUHAL	UNNE M	UNLRP	MINTULAN	Date:	09/3	30/16	
-Mail		1	are Installation	<u> </u>		7 10	
D		—	asfer of Work Station				
Calling Card			ess to Printer COLO K				
		l =					
Server/File Access							
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CERITA	FWI P	RINTER		Resol			
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				Perform 30	ned By / I مرا	Date: / 201	6
	 -		<u>:</u>	50	(25M -	MA/	,
						<u> </u>	
Employee's S	ignature	· ;		Depar	tment	inager/Supe	ervisor
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Page 1 of 1		TEOMITI	OND BOTTORY TORM	
	- 1		D. 12 Cal 2011	
Name Antonio Che	W		Date: 15 Sept. 2016	
E-Mail		Software Installation		
□ m		Transfer of Work Sta	ation	
☐ Calling Card	[X]	Access to Printer		
Server/File Access		Others (Specify):		
		Details		
			Action Taken	
Install Printers	D^	Endincerind	▼ Resolved	
			Pending	
			Recommendation/Others:	
			Performed By / Date:	
			1 chomica By / Bac.	
-dm			VID .I	
	-		James Devolus	
Employee's Signature			Department Manager/Supervisor	
ITD - F 03		PHII KUE	I INTERNATIONAL, INC.	
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· Page 1 of 1		TECHN	ICAL SUPPO FORM	
Name Oliver John M.	01	112	Date: 9/20/14	
☐ E-Mail		Software Installation	·	
□ D		Transfer of Work Sta	ation	
Calling Card	□,	Access to Printer		
Server/File Access	<u> </u>	Others (Specify):		
		Details		
			Action Taken	
Recovery of La	>5+	file	Resolved	
		'	☐ Pending	
			Recommendation/Others:	
			Performed By / Date:	
			D Comme	
Employee's Signature	-		P. Reim 2	
Employee's Signature			Department Manager/Supervisor	