

# MANAGEMENT INFORMATION SYSTEM

REPORT NO:

DATE: October 10, 2022

SUBJECT: GPI Printers Report for the month of September 2022

Type:

☐ Computer  
☐ Network  
☐ CCTV

☐ Telephone  
☒ Printer  
☐ Disposal

## Fujifilm Printer Updates

| Location   | GPI-1      |            |        |        |        | GPI-5         | GPI-8      |             |         |
|------------|------------|------------|--------|--------|--------|---------------|------------|-------------|---------|
|            | ADMIN/ACCT | PURCHASING | IMPEX  | QC     |        | PROD. SUPPORT | PARTS INSP | FABRICATION | MOLDING |
| Serial No. | 108916     | 508939     | 450553 | 176027 | 560934 | 386343        | 386239     | 816888      | 818357  |
| Status     | OK         | OK         | OK     | NG     | OK     | OK            | OK         | OK          | OK      |

### Update for Printer "176027"

|              |  |
|--------------|--|
| Problem      | On September 30, 2022, this printer was reportedly had a persistent paper jam.   |
| Action Taken | When MIS contacted Fujifilm assistance right away, they learned that the sensor and the rollers were the source of the problem. The materials have not yet arrived, so we are waiting. |

### Update for Printer "108916"

|              |   |
|--------------|---|
| Problem      | On September 28, 2022, this printer was reportedly had a persistent paper jam.  |
| Action Taken | When MIS immediately called Fujifilm support, they discovered that the mismatched rollers were the root of the issue. We are awaiting the arrival of the materials. |

## Ricoh Printer Updates

| Location   | GPI-1       |            | GPI-5        |                 | GPI-8       |
|------------|-------------|------------|--------------|-----------------|-------------|
|            | PM/IMPEX    | QA         | PRODUCTION 1 | PARTS RECEIVING | WAREHOUSE   |
| Serial No. | 4422R220050 | 3081R20137 | C350P800657  | 4431R20068      | 4431R320061 |
| Status     | OK          | OK         | OK           | OK              | OK          |

Updates:

No major updates for the month of September 2022.

## REMARKS / RECOMMENDATION

The Fujifilm printer used by IMPEX, with serial number 383133, is no longer in contract. It is pulled out by September 9 2022. The replacement printer with serial number 450553's IC Card issue was resolved by September 8, 2022 and Deployed by the same date.

Prepared by:

  
Cedrick James Orozo  
MIS Staff

Checked by:

Jonathan Nemedez  
Admin Supervisor

DATE: October 10, 2022

TYPE:

- REMARKS / RECOMMENDATION

There are no disposal schedules for the month of September 2022.

Checked by:

Jonathan Nemedez  
Admin Supervisor

## MANAGEMENT INFORMATION SYSTEM

DATE: October 10, 2022

SUBJECT: GPI Workstation Report for the month of September 2022

TYPE:

- ☐ Server  
☐ Network(WLAN/LAN)  
☐ Back-up  
☐ Cyber Security  
☒ Computer

- ☐ CCTV  
☐ Telephone  
☐ Printer  
☐ Disposal  
☐ Others(Pls.Specify):

REPORT NO:

DETAILS:

| GPI-Workstation Inventory: |       |       |       |       |       |       |       |       |
|----------------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Category                   | GPI-1 | GPI-2 | GPI-3 | GPI-5 | GPI-6 | GPI-7 | GPI-8 | GPI-9 |
| Desktop                    | 147   | 3     | 0     | 75    | 4     | 1     | 21    | 5     |
| Laptop                     | 42    | 0     | 0     | 10    | 0     | 0     | 2     | 0     |

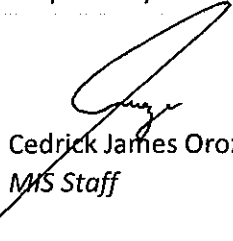
| Total Number of GPI Workstation: 310 |  |
|--------------------------------------|--|
| Under Repair                         | 2 Warehouse computer for replacement of Motherboard and Power Supply C2106-034, C2112-304 for replacement of mother board. |
|                                      | Files back-up for C2203-020 pc of Mrs. Merrelyn Bantugan.  |
|                                      | 1 System unit Production 1 (Des Baldesimo) *No request*  |
| Unit for Replacement                 | 1 System unit Warehouse (Parts Receiving unit) *No request*  |
|                                      | 1 System unit ProdTech (Romal Buyao) *No request*  |
|                                      | 1 System unit Production (Prod support) *No request*   |
|                                      |  |

|  |   |
|--|---|
| <b>Desktop for Programs</b><br>(These computers are not included in Workstation and Major Servers) | 1 Desktop for DTR Attendance system at GPI-1 server                         |
|  | 1 Desktop for Accounting Database (Accpac)                                  |
|  | 1 Desktop use for 3D printing at DOK area                                   |
|  | 1 Desktop use for CAD drawing at Parts Production (Shielo Osoyos unit)      |
|  | 1 Desktop use for ROHS process at Parts Inspection (CMM)                    |
|  | 1 System unit use for Canteen System Server at GPI-1 server                 |
|  | 1 System unit use for PCB Design at Production Technology (Jessa Escultura) |
|  | 25 Laptops for production line  |

| MIS Activities   |
|--|
| 1.Reformat of Mr. Carlito Magpatoc PC.                           |
| 2. Reformating of 25 new laptops for production line (On going). |
|  |
|  |

## REMARKS / RECOMMENDATION

Prepared by:

  
 Cedrick James Orozo  
 MIS Staff

Checked by:

Nathan M. Nemedez  
 Admin Supervisor

Computer Preventive Maintenance  
Month of September 2022

| PCID      | Status    | Department      | Employee             | Type    | Device Name   | PMS Date  | Activity   | Performed by          | Checked by     | Remarks |
|-----------|-----------|-----------------|----------------------|---------|---------------|-----------|--|-----------------------|----------------|---------|
| C2106-105 | Done PMS. | Quality Control | MOISES, JOANNA MARIE | Desktop | WS-GPI265     | 6/10/2022 | Performed checking of computer storage, Deleting temp files, Scan computer using kaspersky.    | John Spencer Sandigan | Nathan Nemedez | None    |
| C2106-085 | Done PMS. | Quality Control | Wilma, Logrono       | Desktop | WS-GPI108     | 6/10/2022 | Performed checking of storage in computer, Deleting temp files, Scan computer using kaspersky. | John Spencer Sandigan | Nathan Nemedez | None    |
| C2106-086 | Done PMS. | Quality Control | DIDAL, BOBBY         | Desktop | WS-GPI105     | 6/10/2022 | Performed checking of storage in computer, Deleting temp files, Scan computer using kaspersky. | John Spencer Sandigan | Nathan Nemedez | None    |
| C2106-149 | Done PMS. | Quality Control | ALCANTARA, FILIPINA  | Desktop | WS-GPI109     | 6/10/2022 | Performed checking of storage in computer, Deleting temp files, Scan computer using kaspersky. | John Spencer Sandigan | Nathan Nemedez | None    |
| C2106-151 | Done PMS. | Quality Control | CIUDAD, NOLAN        | Desktop | WS-GPI154     | 6/10/2022 | Performed checking of storage in computer, Deleting temp files, Scan computer using kaspersky. | John Spencer Sandigan | Nathan Nemedez | None    |
| C2106-170 | Done PMS. | Quality Control | ALINIO, SHIELA       | Desktop | WS-GPI106     | 6/10/2022 | Performed checking of computer storage, Deleting temp files, Scan computer using kaspersky.    | John Spencer Sandigan | Nathan Nemedez | None    |
| C2110-180 | Done PMS. | Quality Control | AQUINO, ROSALYN      | Laptop  | DESKTOP-2FNA4 | 6/10/2022 | Performed checking of computer storage, Deleting temp files, Scan computer using kaspersky.    | John Spencer Sandigan | Nathan Nemedez | None    |
| C2110-181 | Done PMS. | Quality Control | ALINIO, SHIELA       | Laptop  | PROD-SUBSYSVM | 6/10/2022 | Performed checking of computer storage, Deleting temp files, Scan computer using kaspersky.    | John Spencer Sandigan | Nathan Nemedez | None    |
| C2110-191 | Done PMS. | Quality Control | ALINIO, SHIELA       | Laptop  | glory-PC      | 6/10/2022 | Performed checking of laptop storage, Deleting temp files, Scan computer using kaspersky.      | John Spencer Sandigan | Nathan Nemedez | None    |
| C2110-195 | Done PMS. | Quality Control | DELGADO, MARY ANN    | Laptop  | WS-GPI187     | 6/10/2022 | Performed checking of laptop storage, Deleting temp files, Scan computer using kaspersky.      | John Spencer Sandigan | Nathan Nemedez | None    |
| C2110-259 | Done PMS. | Quality Control | LOGRONO, WILMA       | Laptop  | C2110-259     | 6/10/2022 | Performed checking of laptop storage, Deleting temp files, Scan computer using kaspersky.      | John Spencer Sandigan | Nathan Nemedez | None    |
| C2203-026 | Done PMS. | Quality Control | ALINIO, SHIELA       | Desktop |               | 6/10/2022 | Performed checking of computer storage, Deleting temp files, Scan computer using kaspersky.    | John Spencer Sandigan | Nathan Nemedez | None    |
| C2207-033 | Done PMS. | Quality Control | Staff                | Laptop  | C2207-003     | 4/4/22    | Performed checking of laptop storage, Deleting temp files, Scan computer using kaspersky.      | John Spencer Sandigan | Nathan Nemedez | None    |

Prepared by:

Checked by:

Cedrick James Orozo  
MIS Staff

Jonathan Nemedez  
Admin Supervisor

# Job Order Summary Report

Administration Department  
Section : MIS

Cutoff Period : 2022 September

Target:  
100% accomplishment of Job Order Schedule.

Result Percentage 95%      Finish JO 20      Pending JO 1      Total JO 21

## Done

| No | JO Number | Requestor               | Details of Request   | Start Date | date finish | status |
|----|-----------|-------------------------|--|------------|-------------|--------|
| 1  | M2208-251 | ODVIAR, MELODY          | TO CHECK COMPUTER OF ROHS DUE TO NO RESPONSE WHEN TRYING TO OPEN.  | 08/13/2022 | 08/13/2022  | Done   |
| 2  | M2208-265 | ROLLE, RYAN             | Please check the drained ups battery of Ms. Maricris Lert if can still be replaced through its warranty.   | 08/30/2022 | 09/07/2022  | Done   |
| 3  | M2208-267 | PRUDENTE, ALYSSA JENINE | PLEASE CHECK THE COMPUTER AT GPI 8 CLINIC DUE TO SLOW  | 09/14/2022 | 09/21/2022  | Done   |
| 4  | M2209-270 | MAGPATOC, CARLITO       | Blue screen-(Auto-reboot) is frequently appeared.  | 09/07/2022 | 09/07/2022  | Done   |
| 5  | M2209-271 | ROQUE, KAREN            | ATTACHMENT OF LAN CABLE  | 09/07/2022 | 09/07/2022  | Done   |
| 6  | M2209-273 | SHERMAYNE, COSA,        | Request new e-mail address for Mr. Bobby John M. Solomon (b.solomon@glory.com.ph)  | 09/08/2022 | 09/08/2022  | Done   |
| 7  | M2209-274 | Manny Herrera           | Checking of Video Cam, due to corrupted of picture and video   | 09/14/2022 | 09/14/2022  | Done   |
| 8  | M2209-275 | ODVIAR, MELODY          | TO CHECK PDF APPLICATION DUE PDF FILE AUTOMATICALLY CLOSE.LINE 6 PC NO.28  |            |             | Done   |
| 9  | M2209-276 | SHERMAYNE, COSA         | Request to assist in providing quotations for external driver use to save data and files of previous System Kaizen member.                                     | 09/10/2022 | 09/12/2022  | Done   |
| 10 | M2209-278 | Lapurga, Jennielaine    | Request of cctv footage in the corner wall near safety shoes storage area. Due to the incident happened.   | 09/13/2022 | 09/13/2022  | Done   |
| 11 | M2209-279 | ODVIAR, MELODY          | TO CHECK COMPUTER IN LINE 6 PC NO. 27. DUE TO NO RESPONSE WHEN TRYING TO OPEN.   | 09/15/2022 | 09/15/2022  | Done   |
| 12 | M2209-280 | ODVIAR, MELODY          | TO CHECK THE OUTLOOK OF PC OF MS. SHYDE_WS-GPI33, DUE TO NOT WORKING   | 09/15/2022 | 09/15/2022  | Done   |
| 13 | M2209-281 | ODVIAR, MELODY          | TO CONNECT THE NEW DRSS LINK TO 7 COMPUTERS FOR OUTGOING INSPECTION ( PC NO.21-24, COMPUTER OF MS. MERRE AND MS. MELODY)                                       | 09/23/2022 | 10/04/2022  | Done   |
| 14 | M2209-283 | NIPPI                   | Request to view CCTV due to error in logs on the following date: September 06 and 07, 2022 (Laurin, Mark Joseph), and September 07, 2022 (Lipa, John Michael). | 09/19/2022 | 09/19/2022  | Done   |
| 15 | M2209-285 | ODVIAR, MELODY          | TO CHECK PC WS-GPI73 DUE TO ENCOUNTER BLUE SCREEN THEN RE-START (C/O PI, AUDITOR)  | 09/21/2022 | 10/03/2022  | Done   |
| 16 | M2209-286 | CULLA, ELMA             | Installation of camera on RBG Line Transaction test area and Saitama Transaction test area   | 09/21/2022 | 09/21/2022  | Done   |
| 17 | M2209-287 | LONTOC, ARLENE          | request to check the HP laptop of QA due to always encountered turning off during usage and also encountered lagging   | 09/21/2022 | 09/21/2022  | Done   |
| 18 | M2209-288 | ODVIAR, MELODY          | TO CHECK CONDITION OF USB MOUSE DUE TO NOT FUNCTIONING WELL( C/O MS. LEA)  | 09/21/2022 | 09/21/2022  | Done   |
| 19 | M2209-289 | LONTOC, ARLENE          | play at Canteen the ppt presentation (compiled pictures) related in Internal Audit and External Audit activities   | 09/21/2022 | 09/21/2022  | Done   |
| 20 | M2209-290 | MANALO, ORLANDO         | Fix lan Cable in GPI-6 Office(Octopus wire Lan Cable)  | 09/22/2022 | 09/22/2022  | Done   |

## Pending

| No | JO Number | Requestor              | Details of Request   | Start Date | Status              | remarks            |
|----|-----------|------------------------|--|------------|---------------------|--------------------|
| 1  | M2209-269 | CUDIAMAT, PRECIOUS MAE | Please check Pinter at GPI 1 Prod. Supplies due to no print of black | 09/05/2022 | Waiting of material | Printing cartridge |

Prepared by:

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Checked by: