



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas City

## Annex A

## **REPORT OF TURNOVER OF ACCOUNTABILITY**

Office : STEER HUB  
Campus : CENTRAL

| A. Financial Documents/Records                    |          |   |
|---|----------|---|
| Particular (if any)                               | Quantity | Remarks<br>(may indicate Series Nos. and/or Year) |
| 1. Journal./Logbook of daily income and expenses  | N/a      | N/a   |
| 2. Journal/Logbook of Used Checks                 | N/a      | N/a   |
| 3. Bank Deposit Slips                             | N/a      | N/a   |
| 4. Bank Withdrawal Slips                          | N/a      | N/a   |
| 5. Purchase Slips                                 | N/a      | N/a   |
| 6. Vouchers/Payments/Payroll                      | N/a      | N/a   |
| 7. Loan Documents                                 | N/a      | N/a   |
| 8. University Official Receipts                   | N/a      | N/a   |
| 9. Cash Book                                      | N/a      | N/a   |
| 10. Other Financial Documents<br>(please specify) | N/a      | N/a   |



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas City

## **C. Properties/Supplies**

#### **D. Office Records**



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas City

**Turned over by:**

Above listed items are hereby officially RETURNED AND TURNOVER to the incoming official/personnel

JOSEPH DANIEL G. LANSANG  
Date Signed: 09.29.2025

**Received by:**

This is to ACKNOWLEDGE receipt of the above-listed item from the outgoing official/personnel and I hereby CERTIFY as to the completeness and correctness of entries.

Engr. ALBERTSON D. AMANTE  
Date Signed: