



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 (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 (please specify)	N/a	N/a



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## **C. Properties/Supplies**

## **D. Office Records**



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**Turned over by:**

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

MHAR KHEIL J. VALENTIN  
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: