Office : STEER HUB Campus : CENTRAL

Annex A

REPORT OF TURNOVER OF ACOUNTABILITY

|  |  |  |
| --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **B. Money Accountabilities** | | | | | | | | | |
| **1. Cash on Hand** | | | **2. Cash in Banks** | | | **3. Checks** | | | |
| Denomination | Quantity | Amount | Bank/Address | Acct. No. | Amount | Date | Drawee Bank | Check No. | Amount |
| N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a |
| N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a |
| N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a |
| N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a |
| N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a |
| N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a | N/a |
| **Total** |  | | **Total** |  | |  | **Total** |  | |
| **4. Loan/s (if any):** | | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **C. Properties/Supplies** | | | | | | |
| **Quantity** | **Supply/Property No.** | **Article** | **Specification** | **Date of Acquisition** | **Amount** | **End User** |
| 1 | CA22-LV-ICT-2025-028 | SSD EXTERNAL DRIVE NVMe | Transcend External SSD ESD265C 500GB IRON GRAY S/N: J-1907-0070 | 04.08.2025 | 3,000.00 | Dr. Ana Pholyn Balahadia-Mortel |
| N/a | N/a | N/a | N/a | N/a | N/a | N/a |
| N/a | N/a | N/a | N/a | N/a | N/a | N/a |
| N/a | N/a | N/a | N/a | N/a | N/a | N/a |
| N/a | N/a | N/a | N/a | N/a | N/a | N/a |
| N/a | N/a | N/a | N/a | N/a | N/a | N/a |
| N/a | N/a | N/a | N/a | N/a | N/a | N/a |

|  |  |  |
| --- | --- | --- |
| **D. Office Records** | | |
| **Particular (if any)** | **Quantity** | **Remarks** |
| N/a | N/a | N/a |
| N/a | N/a | N/a |
| N/a | N/a | N/a |
| N/a | N/a | N/a |
| N/a | N/a | N/a |
| N/a | N/a | N/a |
| N/a | N/a | N/a |
| N/a | N/a | N/a |

Engr. ALBERTSON D. AMANTE

Date Signed:

**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.

JOASH SAMUEL D. DAVID

Date Signed: 09.29.2025

**Turned over by:**

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