



DA: February 21, 2025

TO: All Department and EO Branches

FR: Engineering Department

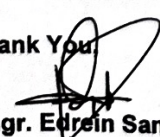
RE: **STOCK RETURN OF ENGINEERING ITEMS TO ENGINEERING DEPARTMENT - REVISION**

**Objective:**

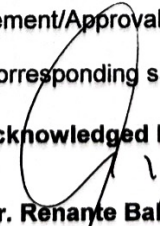
To have standard process on how to return Engineering items from Other Department or EO Branches to Engineering Department

1. Prior return of items to Engineering Department Branch Manager/OIC shall;
    - a. Determine thoroughly what are the item/s needed to be returned to Engineering Department.  
*Items that are not being used, defective, and/or excess (given that the item/s is/are from Engineering Department)*
    - b. Branch Manager / OIC to email Engineering department (engineering@eo-executiveoptical.com) with information that the branch will return certain item/s.
    - c. Branch Manager / OIC shall attach photos as reference. This will be used by Engineering Department to identify the item/s needed to be returned or what will be the disposition of the subject item/s.
  2. Engineering Department will acknowledge the email with attached proper description and barcode, and proper disposition for the item/s presented by the branch through email.
  3. Once received the correct information from Engineering Department, just then the Branch shall proceed to the disposition given by Engineering.
    - a. If for **RETURN** or Stock Return to Engineering Department, Branch shall create following documents:
      - a.1. Stock Transfer through EOIS System with PIN from respective AOM/ROM
      - a.2. Fixed Asset Transfer form with:  
**Attention to:** \*Name of the attending ED staff  
**Destination:** 911 Engineering  
**Transfer Location:** Timog
    - b. If for **DISPOSAL**, follow the disposal procedure:
      - b.1. Route Disposal form with approval of ROM/ROD/OD.
      - b.2. Send the approved disposal form to Engineering Email
      - b.3. Create Fixed Asset Transfer form with:  
**Attention to:** \*Name of the attending ED staff  
**Destination:** 911 Engineering  
**Transfer Location:** Timog
  4. Logistics will only receive items if with Acknowledgement/Approval email thread with Engineering Department.
- Failure to do the above procedure/process will have corresponding sanction based on company policy.

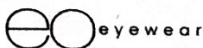
Thank You

  
**Engr. Edwin Samonte**  
Engineering Section Manager

Acknowledged by:

  
**Mr. Renante Balagot**  
Engineering Operations Head

  
**Mr. Jerico Punzalan**  
Engineering Operations Head



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