

# WESERV SYSTEMS INTERNATIONAL, INC.

## Property Pass IN / OUT

This document is classified as Fujitsu-Restricted

To: **The Security Guard**  
**Two/NEO Bldg/Ecotower Bldg/ ACC Tower Bldg**

December 6-21, 2021

This is to authorize Casinillo, Edwin Charles whose signature appears below and under  
JDU AS Department to move **IN / OUT** from WeServ office premises the following properties:

Asset Tag No.	Quantity	Equipment Description	Serial Number	Property Owner
SPEFY202528		LAPTOP E5510	R1300309	Company
N/A		LAPTOP CHARGER	20Z7CP507	Company
SPEFY202625		MOUSE M440	S26381-K450-V200	Company
SPEFY202438		JABRA HEADSET	N/A	Company
SPEFY202570		KENSINGTON LOCK	N/A	Company

Purpose: Telework RTO Dec 6-29, 2021

Destination: Sansville San Vicente, Weigel St., Basak Lapu-Lapu City, Cebu  
(Address)

NOTE : If the Property Pass In/Out is intended to bring out borrowed GDC equipment from the office premises for office related activities outside the office, the Bearer shall be accountable to the good condition of the GDC equipment. Returned equipment with damages shall be on the account of the Bearer.

Property Pass In	Property Pass Out
Received by: _____	Prepared by: _____
Date : _____ Time: _____	Date : _____ Time: _____
Guard on Duty : _____	Guard on Duty : _____
Approved By/ Date: <u>Jambert De Guzman/ 12/6/21</u> Department/Division Manager / Date	Approved By: <u>Jambert De Guzman/ 12/6/21</u> Department/Division Manager / Date
_____ Authorized Facilities Personnel	_____ Authorized Facilities Personnel

\*\*\*Note: Accomplish in 4 copies

Copy Distribution: (1) Division File (2) Facilities (3) Two/NEO, Eco Tower, ACC Tower Guard (4) Personal File

