

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

12/7/2021

This is to authorize Go, Zachary See 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
SPEFY205134	1	Fujitsu Laptop	R1601117	Company
	1	Laptop Charger	214705Y208	Company
SPEFY202542	1	Kensington Combination Lock		Company
SPEFY202334	1	Jabra Headset		Company
SPEFY202594	1	Fujitsu Mouse	S26381-K450-V200	

Purpose: Hybrid Workplace Model Implementation Volunteer (Batch 2)

Destination: 12/f Ayala Center Tower Cebu, Bohol Avenue, Cebu Business Park, Cebu City 6000
 (Address) Philippines

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: _____	Approved By: _____
Department/Division Manager / Date _____ Authorized Facilities Personnel	Department/Division Manager / Date _____ 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