

NAME			DATE ACCOMPLISHED	
POSITION				
EMPLOYEE ENDORSEMENT		REMARKS		VERIFIED BY
1. COMPANY ID:				
2. COMPANY UNIFORM/S: <i>If Applicable</i>				
3. COMPANY PHONE: <i>If Applicable</i>				
PASSWORD:				
4. COMPANY SIM CARD: <i>If Applicable</i>				
5. COMPANY LAPTOP:				
PASSWORD:				
6. COMPANY EMAIL ADDRESS:				
USERNAME:				
PASSWORD:				
7. COMPANY FACEBOOK/MESSENGER ACCOUNT:				
USERNAME:				
PASSWORD:				
8. BMI SYSTEM ACCOUNT				
USERNAME:				
PASSWORD:				
9. DEPARTMENT TURNOVER NOTES:				
10. TOOLS/TABLETS:				
11. ISSUED VEHICLE:				
12. FLEET CARD/ RFID:				
13. OTHER/S:				
• DOCUMENTS:				
• ACCOUNTABILITIES:				
ENDORSED BY		CHECK AND VERIFIED BY		
<p>Employee's Signature <i>(Signature over Printed Name)</i></p> <p>DATE SIGNED:</p>		<p>HR Department <i>(Signature over Printed Name)</i></p> <p>DATE SIGNED:</p>		