



The Laguna Creamery

REV. 2 - 101223

Lot 11 Block 1, Westside Villagefront
Brentville, Brgy. Mamplasan
Binan, Laguna, Philippines
Tel. no: (049) 559-8070

ACCOUNTABILITY FORM

DATE ISSUED: 5/7/2025

ACCOUNTED TO: Rafael D. Grasparil

POSITION: Store Supervisor

DEPARTMENT: Commercial

QUANTITY	PARTICULARS	BRAND/MODEL	Serial Number	CONDITION/NOTE
1	PRINTER	Brother DCP-T430W	E80718M3H975221	BRANDNEW

Terms and Condition:

- 1) That I hereby acknowledge that the above-mentioned equipment/s is/are company's properties lend to me by the management and is/are received in good condition;
- 2) That I shall be responsible for loss/or damage on the equipment while in my custody and agree to pay full or its depreciated value in case of damage/loss or if it was stolen from my possession;
- 3) The company expected me to return the above equipment/s in good working condition upon my separation or cessation of my service or tenure or for whatever reason;
- 4) That I am aware that the company reserve the right to execute any legal means in case of my failure to comply with the above terms.

Software & Application Installed / Configured

- | | | | |
|---|--|------------------------------------|---------------------------------|
| <input type="checkbox"/> Acrobat Reader | <input type="checkbox"/> Centralized Printer | <input type="checkbox"/> One drive | <input type="checkbox"/> Viber |
| <input type="checkbox"/> Antivirus | <input type="checkbox"/> Google Drive | <input type="checkbox"/> S.A.P | <input type="checkbox"/> WINRAR |
| <input type="checkbox"/> Anydesk | <input type="checkbox"/> M.Office H.B / 365 | <input type="checkbox"/> Telegram | |
| <input type="checkbox"/> Belarc | <input type="checkbox"/> M.S Teams | <input type="checkbox"/> V.P.N | |

CHECK OFF:

Conformed:

MAURICE VILASAS

Rafael D. Grasparil

Name and Signature of Recipient

Checked and Released By:

Jimmy F. Felix 5.7.25

Jimmy F. Felix /jffelix@carmensbest.com.ph

IT Specialist

Approved By:

MC Austine Philip

M.Redondo/mmredondo@carmensbest.com.ph