



University of San Jose - Recoletos

Corners P. Lopez & Magallanes Streets, Cebu City 6000, Philippines

OFFICE OF THE PROPERTY ADMINISTRATOR

TO: **ALL CONCERNED**

DATE: **FEBRUARY 12, 2020**

SUBJECT: **TURNOVER SCHEDULE**

We would like to inform all concerned that effective **FEBRUARY 22, 2020**, the Property Administrator's Office, through the Inventory Section, will **only** be accepting turnover of items every **SATURDAY** except for empty cartridges or toners. This is to ensure that we can allocate ample space in the stockroom since we have a very limited space and to avoid stacking vast quantity of equipment in the lobby.

In adherence with the memo from the **Office of the Vice President for Finance (RE: Requests for Capital Expenditures (CAPEX) and Minor Repairs**, which was dated last December 14, 2019,

Please be guided with the procedures below.

1. Items for turnover must first be checked by:

- **Mr. Albert Maxino (loc 249)**, our in-house technician for Audio-Video Equipments, to see if a repair is still possible and our
- **IT Personnel (loc 352)** for possible Computer repairs and maintenance,
- **Mr. Romeo "Jun" Quijano Jr. (loc 206)** our Maintenance Foreman for carpentry of School and Office Equipment (e.g. tables, chairs and etc.)

2. After the items have been checked, inform the **Inventory Section (loc 319)** of the intention to turnover defective items.

3. Secure turnover slips (available at the Property Administrator's Office) assessed and duly signed by our technicians and submit it together with the defective items.

Thank you for your attention.

REV. FR. **ARIAN JOSEF M. OCHEDA, OAR**
Property Administrator

University of San Jose- Recoletos
Cebu City

Turnover Slip

Department: _____

Date: _____

Section: _____

Qty	Unit	Item & Description	Serial No.	Status

Reason/s: _____

Prepared by: _____

Approved by: _____

Dean / Office Head

Assessed by: _____

Received by: _____

PAO