

ACKNOWLEDGMENT (COMPANY ID)

Date: _____

RECEIVED from Human Resources Department a company Identification Card (Company ID) under the following conditions:

1. The ID Card is being issued for my personal identification, security, official transactions with the company, government, and other private sectors or entities, etc., and shall be accountable for any damage or loss.
2. In case of damage or loss, I will report immediately to the HRD citing the circumstances surrounding the same. Replacement of the said card will be shouldered by the undersigned and submission of an affidavit of loss. However, in case of ordinary wear and tear, replacement of the ID card shall be without cost but must surrender the old ID card being replaced.
3. The ID Card is the company's property and should be surrendered upon resignation/cessation of employment. Likewise, in case of failure to surrender the same, I authorize **Value Care Health Systems, Inc.** to deduct the amount of **Two Hundred Fifty Pesos (P250.00)** as payment for the lost ID.
4. Further, I will at all time, wear my ID Card while on duty.

Printed Name

Signature

Emp. No.

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