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| 員工姓名  Employee Name | **«English\_Name\_» «Chinese\_Name»** |  | 員工編號  Employee No. | **«Staff\_No»** |
| 場館-部門  Location-Department | **«Department»** |  | 職位  Position | **«English\_position»** |

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| 項目  Items | | 數量  Qty. | | 收取人員  Received by | | 退還人員  Returned by | | 備註  Remarks |
| **員工簽名**  **Signature of Employee** | **日期**  **Date** | **員工簽名**  **Signature of Employee** | **退還日期**  **Date** |
| 公司文件  Company Documents | 員工手冊  Copy of Rules and Regulations Handbook | 1 | 本pc(s) |  |  |  |  | 1. 任何員工手冊之損壞或遺失，將收取罰款每本PHP 550。   PHP 550 for each damaged or missing rules and regulations handbook |
| 出勤相關之處罰及扣減  Penalty and Deduction for Attendance Related Issues | 1 | 張pc(s) |  |  |  |  |
| 假期福利/超時工作/調更之要求及規則  Requirements & Regulations for Leave-Overtime-Shift Change | 1 | 張pc(s) |  |  |  |  |
| 襟章  Name Badge | 臨時襟章 Temporary Badge |  | 個pc(s) |  |  |  |  | 1. 任何襟章之損壞或遺失，將收取罰款每個PHP 550。   PHP 550 for each damaged or missing name badge   1. 所有的襟章必須於最後工作日交還至人力資源部。   All name badges must be returned to HR on last working day. |
| 正式襟章 Official Badge |  | 個pc(s) |  |  |  |  |
| 管理層襟章 Badge For Management |  | 個pc(s) |  |  |  |  |
| 制服  Uniform | 夾克 Jacket |  | 件pc(s) |  |  |  |  | 1. 本公司為每位須穿制服的員工提供兩套制服；如需額外制服，費用將由申請者自付。   Two sets of uniforms are provided by the Company for each employee who need to wear uniform; expenses of extra uniforms will be paid by requester.   1. 任何制服損壞及遺失，員工將須負責相關費用   Any damaged or missing uniforms, employees shall be responsible for the costs accordingly. |
| 背心 Vest |  | 件pc(s) |  |  |  |  |
| 襯衫/女襯衫 Shirt / Blouse |  | 件pc(s) |  |  |  |  |
| 連衣裙/半截裙 Dress / Skirt |  | 件pc(s) |  |  |  |  |
| 褲子 Pants |  | 件pc(s) |  |  |  |  |
| 腰帶 Belt |  | 條pc(s) |  |  |  |  |
| 領帶 Tie |  | 條pc(s) |  |  |  |  |
| 員工證  Employee Card | 太陽城 Suncity |  | 張pc(s) |  |  |  |  | 1. 任何員工證之損壞或遺失，將收取罰款每張PHP 550。   PHP 550 for each damaged or missing employee card. |
| 賭場 Casino |  | 張pc(s) |  |  |  |  |  |
| 本人已知悉以上數量一欄中，有標示數字部份之項目為本人將會收到之公司物品，本人承諾會積極與馬尼拉人力資源部溝通，以確保收取所有物品。  I have read and noted that I will received the number of company property mentioned above and promised to communicate with Manila HR activity to ensure all items are received.  \*本人於“收取人員”一欄簽署，以確認收到相應物品，並理解及遵守所收到的公司文件(員工手冊、出勤相關之處罰及扣減和假期福利/超時工作/調更之要求及規則)內的內容。  \*By signing and/or initializing under the "Received By" column, I hereby acknowledge receipt of the related items. I understand and will comply with the content listed in the Employee Documents ("Rules and Regulations" handbook, “Penalty and Deduction for Attendance Related Issues “and “Requirements & Regulations for Leave-Overtime-Shift Change” ) accordingly. | | | | | | | | |