

KATIPUNAN • DIPOLOG • CARCAR • COMPOSTELA • LILOAN • PAGADIAN • OROQUIETA • IPIL • TALISAY • TAGBILARAN • SINDANGAN • ESCARIO • LAPU-LAPU • DUMAGUETE • TAGOLOAN • CDO

## **RECORD OF ISSUED EQUIPMENTS**

DEPARTMENT, BRANCH, OFFICE	DATE ISSUE	CUSTODIAL CODE
MANAGEMENT INFORMATION SYSTEM	October 24, 2017	68

PROPERTY ISSUED BY	DEPARTMENT	SIGNATURE
SYSTEM ADMIN	MANAGEMENT INFORMATION SYSTEM	
PROPERTY ISSUED TO	DEPARTMENT	SIGNATURE
MICHAEL CABILIN	ENGINEERING	

# **DESCRIPTION OF EQUIPMENT**

FFE CODE	ITEM NAME (PRODUCT DESCRIPTION)		
00069	COMPUTER KEYBOARD (CLICKER)		
ASSET CATEGORY		QUANTITY	UNIT COST
IT EQUIPMENT		1	1.00

#### **ASSET FULL DETAILS**

PARTICULAR	DESCRIPTION
------------	-------------

## MEMORANDUM OF RECEIPT AND ACCOUNTABILITY

## TO BE FILLED UP UPON RETURN/TURNOVER OF THE PROPERTY

PROPERTY RETURNED	DATE RETURNED	RECEIVED BY

#### **REMARKS**

The	items	stated	ahove	are in	hoon n	condition
1110	ILCIIIS	Stateu	above	al C II	n good	COHUILION

Prepared by:				
SYSTEM ADMIN SYSTEM ADMIN	_			

Coffeecup System 2018 © Winter Bugahod of Cebu Palm Grass Hotel, Inc.
INNOVATION | INITIATIVE | LEADERSHIP | SOCIAL ACTIVISM AND JUSTICE | INTEGRITY | GOOD STEWARDSHIP