

RECORD OF ISSUED EQUIPMENTS

DEPARTMENT, BRANCH, OFFICE		DATE ISSUE	CUSTODIAL CODE
OROQUIETA BRANCH		September 27, 2016	10001
PROPERTY ISSUED BY	DEPARTMENT	SIGNATURE	
CAGANDAHAN, CHARRY	OROQUIETA BRANCH		
PROPERTY ISSUED TO	DEPARTMENT	SIGNATURE	
ABELLANA, LOUEL	OROQUIETA BRANCH		

DESCRIPTION OF EQUIPMENT

FFE CODE	ITEM NAME (PRODUCT DESCRIPTION)		
00000026	COMPUTER SET		
ASSET CATEGORY		QUANTITY	UNIT COST
COMPUTER		1	16,000.00

ASSET FULL DETAILS

PARTICULAR	DESCRIPTION
MODEL	Asus
CPU	Core I7 3.2 GHZ Second Generation
MOTHERBOARD	Gigabytes
RAM	4GB Kingston
HARD DISK	2TB Seagate
CASING	Tower Type
MONITOR	14" Hannsg
KEYBOARD	A4Tech
MOUSE	Wireless A4Tech
VIDEO CARD	None
OTHER ACCESSORIES	Mouse Pad
SERIAL NUMBER	188776629881
COLOR	black

MEMORANDUM OF RECEIPT AND ACCOUNTABILITY

Acceptance of property issued hereby confirms the employee's accountability, defined but not limited to the following;

1. Compliance to information security policy;
2. Compliance to existing company policies pertaining to property issued.

In the event that the unity issued has been lost, damaged or destroyed, the issuing department reserves the right to investigate any acts, direct or indirect, that may prove negligence of the employee. if upon consideration, the issuing department found probable cause, a decision not favorable to the employee may have to be executed. Penalty for such may depend on the degree of negligence and with existing company policies.

TO BE FILLED UP UPON RETURN/TURNOVER OF THE PROPERTY

PROPERTY RETURNED	DATE RETURNED	RECEIVED BY

REMARKS

The items stated above are in good condition

Prepared by:

Checked by:

Approved by:

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PROCUREMENT OFFICER

DUMAPIAS, MABEL LORDDEARIE  
ACCOUNTING MANAGER

TAGALOGUIN, NURFAIZA  
VP FOR FINANCE AND  
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