

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 | 73             |

| 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)       |          |           |
|----------------|---------------------------------------|----------|-----------|
| 00074          | COMPUTER CASING (COOLER MASTER BLACK) |          |           |
| ASSET CATEGORY |                                       | QUANTITY | UNIT COST |
| IT EQUIPMENT   |                                       | 2        | 2.00      |

### **ASSET FULL DETAILS**

| PARTICULAR | DESCRIPTION |
|------------|-------------|
| FARTICULAR | 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<br>SYSTEM ADMIN | - |

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INNOVATION | INITIATIVE | LEADERSHIP | SOCIAL ACTIVISM AND JUSTICE | INTEGRITY | GOOD STEWARDSHIP

