

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 22, 2017	54

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)		
00055	COMPUTER MOUSE (A4TECH)		
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 ir	hoon n	condition
1110	ILCIIIS	Stateu	above	ale II	i 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

t: 0917-636-MY-KB (6952) | (065) 212-5019 | (065) 212 - 1114