

Name of Employee : Rebato, Joela N.

Position Title : Customer Service Officer

Department : Supply Chain - Customer Service

CONFIGURATION (description)	Qty	REMARKS
Machine Type Model		Thinkpad E460
Machine Type number		
Computer Name	1	FA0000323
Machine Serial number	1	PF0IM6VM
Mainframe		
CPU	1	core i3
Memory	1	8GB RAM
Hard Disk Driver	1	500GB SSD
DVD RW		
Display (LCD)		
Keyboard		
Wireless Lan		
Power Cord		
Adapter		
Battery Life		
Microsoft Windows (Product key)	1	10 Pro
Microsoft Office (Product key)	1	2013
UPS		
AVR		
Accessories (description)		
Charger	1	lenovo charger
Bag		
Mouse		
Flash drive		
External DVD ROM		
Broad band		
Printer		
Remarks		


Other Remarks: From Sammy Fellesco

Item/s above are irreplaceable must not be sold not tampered in exchange for another. All items stated herein are covered by the Company Rules and Regulations, therefore, must be for official use only.

The above-mentioned items are company property and shall be turned over upon demand by the company or upon resignation/transfer/separation of the employee. Any damage/lose on the item incurred by the employee shall be subject to sanctions/penalties by the company.

Rebato, Joela N.

Signature over Printed Name/Date


Rona Magasino 4/11/24

Prepared by

Jr Balayo / Ryan Ortonero

Approved by