

iPloy OPC
9th Floor Ayala Cebu Center Tower
Cebu Business Park, Cebu City 6000











Company Asset Accountability Form

In accepting the assets assigned to me, I hereby agree to the following conditions:

- I understand that I am solely responsible for the company assets while in my possession.
- I shall only use the company assets for iPloy’s operational related purposes.
- I shall keep the company assets in good working order and will notify the IT Team and/or Team Leader of any defect or malfunction during my use.
- I shall not install and/or download any unauthorized software and/or applications.
- I shall not allow the company assets to be used by an unauthorized person. I assume the responsibility for the actions of others while using the computer.
- If the company asset/s is/are lost, stolen or damaged, the incident must be reported to the IT Team and/or Team Leader within 24 hours.
- I agree to pay all the costs or their respective costs associated with the damage, negligence or misuse, loss of, or theft of the company asset/s.
- I understand that a violation of this agreement may result in further discipline up to and including termination of employment and/or legal action.

Assigned Assets (Based on Assettiger):

Person: Ryan Apil Liza						
Employee ID	4064	Alias	Rowan Liza			
Name	Ryan Apil Liza	Email	rowan.liza@adapthealth.com			
Site	ACCT	Department	Initial Authorization			
Location	I14 Workstation	Region	MID - Atlantic			
Asset Tag ID	Category	Brand	Model	Check-out Date	Return Date	Asset Photo
IPLOYHS1558	Headset	Jabra	Evolve 20	08/14/2023		
IPLOYDLL08	System Unit	Dell	Optiplex 3050 MFF	12/09/2023		
ISSAVRMN618	AVR	Secure	Secure	12/09/2023		
IPLOYCAM19	Webcam	A4tech	PK-635G	12/09/2023		
ISSDLLMT140	Monitor	Dell	E2216H	12/09/2023		
ISSDLLMT161	Monitor	Dell	E2216H	12/09/2023		
IPLOYMS887	Mouse	A4tech	KRS-8372 Combo	01/19/2024		
IPLOYKB596	Keyboard	A4tech	KRS-8372 Combo	01/19/2024		
8 assets						

Purpose/Note	Replacement New: IPLOYMS887 and IPLOYKB596 Old: Dell KB and MS
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Additional Assigned Assets:


Asset Tag ID	Description	Brand	Model
	None	None	None
	None	None	None

Company Asset Cost:

Company Asset	Total Cost	Payable per Pay	Pay Period
System Unit	Php 45,000.00	Php 3,000.00	Payable for 15 pay period
Monitor	Php 10,000.00	Php 2,000.00	Payable for 5 pay period
Headset	Php 2,500.00	Php 850.00	Payable for 3 pay period
Keyboard	Php 500.00	Php 500.00	Payable for 1 pay period
Mouse	Php 500.00	Php 500.00	Payable for 1 pay period
Webcam	Php 1,500.00	Php 750.00	Payable for 2 pay period
AVR	Php 500.00	Php 500.00	Payable for 1 pay period

Note: Depreciation is subject for top management's approval.

By signing this Company Asset Accountability Form, I hereby acknowledge that I have completely read and fully understand all the provisions of this form and should not hold the company liable for any loss or damages of my assets and accountabilities while the items are in my possession.



RYAN LIZA

Employee's Printed Name and Signature

Remarks Upon Releasing



Is the components working? YES / NO

01-19-2024

Date

If NO, please describe the damage:
Employee comment - IPLOYMS887 and
IPLOYKB596
YES

Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO
If NO, please describe the damage:
Louie Celis comment - Dell KB and MS
- Hard to press keys and hard to click
mouse
-not for aTD

Admin Use Only	
Check Out Date: Jan 16, 2024	IT Personnel Signature:  Louie Celis
Check In Date: Jan 16, 2024	IT Personnel Signature:  Louie Celis