







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 Assettigger):

Person: Ma. Luisa Maye Geroy Jacalan						
Employee ID	4242	Alias	Lane Jacalan			
Name	Ma. Luisa Maye Geroy Jacalan	Email	lane.jacalan@adapthealth.com			
Site	Montage 16th	Department	CSR Phones			
Location	B39 Workstation	Region	PCS			
Asset Tag ID	Category	Brand	Model	Check-out Date	Check-out Notes	Asset Photo
ISSHSMN814	Headset	Jabra	Evolve 20	02/13/2024	replacement old: ISSHSMN398 new: ISSHSMN814	
ISSDLLPCMN205	System Unit	Dell	OptiPlex 3080 MFF	11/17/2023	new hire	
IPLOYAVR495	AVR	Secure	N/A	11/17/2023	new hire	
ISSDLLMTMN400	Monitor	Dell	P2217	11/17/2023	new hire	
ISSDLLMTMN401	Monitor	Dell	P2217	11/17/2023	new hire	
ISSCAMM295	Webcam	A4tech	PK-635P	11/17/2023	new hire	

Additional Assigned Assets:

Asset Tag ID	Description	Brand	Model
Dell	USB Keyboard ▾	None ▾	None ▾
Dell	USB Mouse ▾	None ▾	None ▾

Purpose/Note	Replacement ▾ New: ISSHSMN814 Old: ISSHSMN398
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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.


 JACALAN MA LUISA MAYE

Employee's Printed Name and Signature

2/28/2024

Date

Remarks Upon Releasing
Is the components working? YES / NO
If NO, please describe the damage: Employee comment - ISSHSMN814

Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO
If NO, please describe the damage: Jonathan Gabriel comment - ISSHSMN398

Admin Use Only	
Check Out Date: Feb 13, 2024	IT Personnel Signature: Jonathan Gabriel
Check In Date: Feb 13, 2024	IT Personnel Signature: Jonathan Gabriel