



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):

Report Check-Out by Persons				iPloy Staffing Solutions	
Person: Sheiraih Glaze Magdasal					
Employee ID	4301	Alias	Skye Magdasal		
Name	Sheiraih Glaze Magdasal	Email	skye.magdasal@adapthealth.com		
Site	Montage 16th	Department	CSR Orders		
Location	C35 Workstation	Region	OHH		
Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
ISSCAMM35	SD Webcam	A4tech	PK-635G	12/09/2023	
IPLOYAVR35	Generic AVR			12/09/2023	
IPLOYKB620	USB Keyboard	A4tech	KRS-8372 Combo	12/22/2023	
ISSHSMN925	USB Headset	Jabra	Evolve 20	12/15/2023	
ISSDLLPCM52	Dell SFF i5-8400 /8GB /120GB	Dell	Dell Optiplex 3060	12/09/2023	
ISSDLLMTMN291	Dell Monitor 21.5"	Dell	E2220H	12/09/2023	
ISSDLLMTMN292	Dell Monitor 21.5"	Dell	E2220H	12/09/2023	
7 assets					

Additional Assigned Assets:

Asset Tag ID	Description	Brand	Model
Dell	USB Mouse ▾	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.

Sheiraih Glaze Magdasal

December 22, 2023

Employee's Printed Name and Signature

Date

Remarks Upon Releasing
Is the components working? YES / NO
If NO, please describe the damage: Employee comment - IPLOYKB620

Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO
If NO, please describe the damage: Louie Celis comment - Dell KB -Typing issue -Hard to type

Admin Use Only	
Check Out Date: Dec 19, 2023	IT Personnel Signature: Louie Celis
Check In Date: Dec 19, 2023	IT Personnel Signature: Louie Celis