iPloy, OPC
16th Floor One Montage Tower
Archbishop Reyes Ave, Cebu City, 6000 Cebu

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.
- I understand that should there be changes on the asset/s, I will be notified through email.

Assigned Assets (Based on Assettiger):

Report Check-Out by Persons — iPloy Staffing Solutions

Person: **Christine Paredes Alivio**

Employee ID	5120	Alias	Carrie Alivio
Name	Christine Paredes Alivio	Email	carrie.alivio@adapthealth.com
Site	ACCT	Location	F103 Workstation

Asset Tag ID	Category	Brand	Check-Out Action by	Check-out Date	Check-out Notes	Check-In Action by	Return Date	Check-in Notes	Asset Photo
IPLOYDLL30	System Unit	Dell	Cyvin Lopez	11/13/2024	New Hire				
ISSDLLMT302	Monitor	Dell	Cyvin Lopez	11/13/2024	New Hire				
ISSAVRMN680	AVR	Secure	Cyvin Lopez	11/13/2024	New Hire				
IPLOYCAM266	Webcam	A4tech	Cyvin Lopez	11/13/2024	New Hire				
IPLOYKB311	Keyboard		Cyvin Lopez	11/13/2024	New Hire				
ISSDLLMT344	Monitor	Dell	Cyvin Lopez	11/13/2024	New Hire				
IPLOYMS901	Mouse	A4tech	Cyvin Lopez	11/13/2024	New Hire				
ISSHSMN908	Headset	Jabra	Jason Enjada	11/13/2024	New hire				

8 assets

Additional Assigned Assets:

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

Purpose/Note	New hire Number of Assets : 8

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.

CHRISTINE [illegible] ALIVIO

Employee's Printed Name and Signature

11/15/2024

Date

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

Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO
If NO, please describe the damage: Jason Enjada

Admin Use Only			
Check Out Date:	Nov 13, 2024	IT Personnel Signature:	Jason Enjada
Check In Date:		IT Personnel Signature:	