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: **Rhona Marianne Kabahar Arcilla**

Employee ID	5213	Alias	Rain Arcilla
Name	Rhona Marianne Kabahar Arcilla	Email	rain.arcilla@adapthealth.com
Site	Montage 16th	Location	E04 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
ISSDLLPC48	System Unit	Dell	Jan Montes	12/06/2024	New hire				
ISSAVR27	AVR	Secure	Jan Montes	12/06/2024	New hire				
ISSHSMN1159	Headset	Jabra	Jonathan Gabriel	12/07/2024	New hire				
ISSCAM42	Webcam	A4tech	Jan Montes	12/06/2024	New hire				
ISSDLLMTMN133	Monitor	Dell	Jan Montes	12/06/2024	New hire				
ISSDLLMT227	Monitor	Dell	Jan Montes	12/06/2024	New hire				

6 assets

Additional Assigned Assets:

Asset Tag ID	Description	Brand	Model
Dell KB	USB Keyboard	Dell	None
Dell MS	USB Mouse	Dell	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.

RHONA MARIANNE ARCILLA

Employee's Printed Name and Signature

12/19/2024

Date

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

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

Admin Use Only

Check Out Date: Dec 19, 2024

IT Personnel Signature: Jonathan Gabriel

Check In Date:

IT Personnel Signature: