

TO : ADMIN DEPARTMENT
SUBJECT : UPDATING ACCOUNTABILITY
DATE : AUGUST 30, 2023
REF NO. : MIS-000-23-8-113
CC : DC, EMPLOYEE, ADMIN, DEPARTMENT

This is to inform you that the item/s listed below will be transfer to **DONNABEL DELA ROSA** for the performance of assigned tasks.

Kindly prepare the necessary documents to update the records.

ISSUED

ITEM	TAG NO.	SERIAL NO	ACCOUNTABILITY NO	DATE
1.) DELL VOSTRO 3910 MT		DF4N7T3		07-27-23
2.) ACER K202HQL 20 inch LCD Monitor		24401940 885		07-27-23
3.) DELL USB Keyboard		NONE		07-27-23
4.) DELL USB Mouse		NONE		07-27-23
5.) AVR BRAND: POWERBOXX		NONE		07-27-23

REMARKS:

- ITEM 1 TO 5 WILL BE ACCOUNTABLE TO DONNABEL DELA ROSA, ADDITIONAL OFFICE UNIT.

Prepared by:

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Elson John Planilla
MIS Department

Approved by:

8.30.23
Gilbert Cajes
MIS Supervisor