

TO : ADMIN DEPARTMENT  
SUBJECT : UPDATING ACCOUNTABILITY  
DATE : OCTOBER 29, 2024  
REF NO. : MIS-000-24-0-158  
CC : DC, EMPLOYEE, ADM, KMI

---

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.) PC (Intel Core i3-14100 3.50ghz) Label: Neutron Lite		NONE		07-17-24
2.) LED Monitor 20 inch Model: N-Vision		N200VL6 58A24054 6074		07-17-24
3.) A4 TECH USB Keyboard		NONE		07-17-24
4.) A4 TECH USB Mouse		NONE		07-17-24

**REMARKS:**

- **ITEM 1 TO 4 WILL BE ACCOUNTABLE TO DONNABEL DELA ROSA, REPLACEMENT OF OLD COMPUTER, PREVIOUS UNIT WILL RETURN TO MIS.**

**Prepared by:**

**Elson John Planilla**  
MIS Department

**Approved by:**

  
**Gilbert Cajes**  
MIS Supervisor

10.29.24