



**ASSET ACCOUNTABILITY**

I, \_\_\_\_\_, presently working as \_\_\_\_\_ in the \_\_\_\_\_ Campus of the University, after having duly read, understood and agreed on the directives issued by the Vice President for Administration through a memorandum dated February 11, 2015, do hereby voluntarily accept the responsibility for the custody of the following movable equipment owned by the University (*please add more lines as needed*):

Asset Description	Qty	Serial #	Remarks

I completely understand that:

1. Before I can borrow the unit, I shall submit the completely filled up “Asset Accountability Agreement” and sign the receiving report prepared by Internal Audit Office (IAO);
2. The University entrusted to me the use and safekeeping of the unit/s and I have no right to alienate the units by any mode of transfer whatsoever;
3. At all times, I shall exercise due diligence over the security, safety and proper maintenance of the above properties;
4. The regular repair and maintenance of the units shall still be the responsibility of the University;
5. That I shall be liable for the cost of damage/ loss of unit/s due to my negligence. If I shall contest my accountability, I shall make my protest in writing to the VPAd within 30 days from the date of the damage or loss; otherwise, my right to protest is deemed forfeited/waived;
6. In the event of loss I will be liable to pay for the damage/ value of lost units, I hereby authorize the VPF to deduct the same from my salary;
7. The custody of the replacement unit for damage/lost unit/s under my accountability shall automatically be assigned to another custodian where the asset/s shall be kept and managed henceforth;
8. The units shall be made available anytime for inspection by the Internal and/or External Auditors;
9. In the event that I will leave my present job/position for any reason/s whatsoever, I shall turn-over the units under my custody to my successor in office and see to it that s/he accomplishes, in turn, his/her own accountability sheet and submit a copy of the said document to the VPF, VPAd and IAO. If no successor could be identified to assume the custodianship of the assets under my care, the VPAd shall recall the units from the office/department and transfer it to another department/unit.

IN WITNESS THEREOF, I hereby affix my signature this \_\_\_\_\_ of , in Cebu City, Philippines.

**Signature over Printed Name of Custodian**

Distribution: Custodian  
VPF  
Internal Audit