SUBIC BAY METROPOLITAN AUTHORITY

MANAGEMENT INFORMATION SYSTEMS OFFICE
Bldg. N, Quezon Road. Subic Bay Freeport Zone, Philippines 2222
Telephone (6347) 252-4497/4404/4879 Facsimile (6347) 252-4388

General Quality Form
MISO-ISO-ARF-005
Rev. No.: 03
Effectivity Date: 02/01/2018

ACKNOWLEDGEMENT RECEIPT FORM

Control No.: _____

1.0 CLIENT's INFORMATION *(Please fill in PRINT)*

DEPARTMENT				
DIVISION / SECTION	BLDG. NO.	ROOM NO.	DATE	TIME

NAME	
POSITION	
OFFICE TEL. NO. / MOBILE NO.	
EMAIL ADDRESS	

2.0 PROPERTY / EQUIPMENT DETAILS

QTY.	UNIT	ITEM	DESCRIPTION	SERIAL NO.	SBMA PROPERTY NO.

3.0 ACTION TAKEN AND EVALUATION REPORT

REMARKS

RELEASED BY:

_____ _____ _____
(Signature Over Printed Name) DATE TIME

APPROVED BY:

_____ _____ _____
(Signature Over Printed Name) DATE TIME

NOTED BY:

_____ _____ _____
(Signature Over Printed Name) DATE TIME

4.0 ACKNOWLEDGEMENT RECEIPT

I acknowledge to have received from the **MANAGEMENT INFORMATION SYSTEMS OFFICE** the following properties/equipment(s) for which I am accountable.

_____ _____ _____
Signature over Printed Name DATE TIME