

Contributed by: Joy Celeste C. Embudo	Date: Jan. 7, 2002	Email: jcembudo@splashcorp.com
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SPECIFIC POLICY IN QUESTION	Y	N	REMARKS
1. Does the EOS/EOC receives advise from the end user regarding the return of items to supplies section?			
2. Is there a Technical Evaluation Report and the Fixed Assets Movement form indicating the status and condition of inventoriable item?			
3. Does the assignee signs on the Fixed Assets Movement form and the technical evaluation report for confirmation and acknowledgement that the item is moved to supplies section?			
4. Is the technical Evaluation Report submitted to Accounting Department and file TER engineering copy?			
5. Is there a secure space for returned items?			
6. Does the EOS?/VEOC assigns bin card and marks of the condition of said inventoriable items?			
TOTAL YES / NO			

COMPLIANCE RATING COMPUTATION		
	HIGH	LOW
Total Affirmative Answer		
Total Questions		
Less : Not Applicable Function		
Net Applicable Questions		

Total Affirmative Answer		
Divide: Net Applicable Questions		
Results		
Multiply : Standard Rate		
Grade		
Total Grade		

Rating and applicable findings were discussed with: <p style="text-align: center;">_____</p> <p style="text-align: center;">Name, Signature, Date Signed Dept. Head</p>	Compliance audit done by: <p style="text-align: center;">_____</p> <p style="text-align: center;">Auditor Assigned, Date</p>
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