

CITY COLLEGE OF CAGAYAN DE ORO

INCIDENT REPORT FORM

(Physical Assets/ Property Custodian)



City College of Cagayan De Oro employees are required to report any damage, loss or theft of City College of Cagayan De Oro owned and operated equipment as soon as possible and submit a completed copy of this form.

| Damage / Loss / Theft - Reported By | |
|-------------------------------------|----------------|
| Employee Name: | Mobile Number: |
| Position/Title: | Division: |
| Email: | |

| Incident Information: | |
|---------------------------|-------------------|
| Incident Date (dd/mm/yy): | Time of Incident: |
| Reported on: | Time Reported: |
| Specific Location: | |

| Equipment Information | |
|---|--|
| List of Equipment Damaged / Lost / Stolen (Please Specify) | |
| Equipment Identification Number(s) | |
| Equipment Location at Time of Damage / Loss | |
| How Was the Equipment Damaged / Lost / Stolen? (Complete Description) | |
| Description of Damage to Equipment | |
| Estimated Cost of Repair / Replacement | |
| Person Responsible for Equipment | |

Acknowledgement & Agreement:

JASON O. HERRERA
Supply and Property Management Officer

IREIL C. ANSAY. LPT, MPA
OIC, Director for Physical Plant Services

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