



# Union Christian College

Widdowes St., Orizaba, City of San Fernando, La Union

2500 Employees

Email Address: [office@uccl.edu.ph](mailto:office@uccl.edu.ph)

Website Address: [www.uccl.edu.ph](http://www.uccl.edu.ph)

Tel/Fax: (83) 072 700 0262/242-4529, Tel/Fax (83) 072 888 3340, 072 667 3539



## Request for Transfer of Property, Plant and Equipment (PPE)

Date: \_\_\_\_\_

RTPPE No. \_\_\_\_\_

PROPERTY TAG NO.	QTY.	UNIT	NAME AND DESCRIPTION	SERIAL NO.	LOCATION FROM	LOCATION TO	FROM PAR NO.	TO PAR NO.	RTPPE NO.

Number of Item/s: \_\_\_\_\_  
Purpose: \_\_\_\_\_

Turned Over by:  
Name of Employee: \_\_\_\_\_  
Position : \_\_\_\_\_  
Office/Department : \_\_\_\_\_

Received by:  
Name of Employee: \_\_\_\_\_  
Position : \_\_\_\_\_  
Office/Department : \_\_\_\_\_

Approved: \_\_\_\_\_

Witness: \_\_\_\_\_

**THELMA D. VALDEZ**  
Admin/Human Resource Management Officer  
and Concurrent Property and Supply Officer

\_\_\_\_\_  
Name/Signature of GSO Staff



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