



MANILA
INTERNATIONAL
AIRPORT
AUTHORITY

Date : _____

To : **THE MANAGER / OFFICER-IN-CHARGE**
Property Management Division

From : _____

Designation : _____

Office : _____

Subject : **REQUEST FOR TRANSFER OF PROPERTY ACCOUNTABILITY/IES**

This is to request for the transfer of the following list of property accountability/ies to the new accountable person (NAP):

ITEM/ PROPERTY	PROPERTY NUMBER	SERIAL NUMBER	LOCATION	NEW NAP / DESIGNATION / OFFICE ASSIGNMENT	CONFORME / SIGNATURE OF NAP
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____	_____

Noted by:

Signature over Printed Name

Manager / Officer-In-Charge / Head
Office / Terminal / Department / Division

Local No. _____