

Initial Supplies Checklist

VER.20310

INSTRUCTIONS :

1. Fill out the Initial Supplies Checklist by marking an 'X' inside the box beside the item to be supplied to the new employee, consultant, intern or on-the job trainee.
2. Submit electronically-filled out checklist to HR/Admin.
3. Concerned departments shall prepare the ISC **at least one(1) week prior** to the start date.

Date Today (mm/dd/yy) : _____
 Date Needed (mm/dd/yy) : _____
 Preferred Name : _____
☐ New Intake
☐ Replacement of : _____
 Position : _____
 Reports to : _____
 Department : _____

Company Entity
☐ Bigfoot Studios
☐ Bigfoot Properties
☐ International Academy of Film & Television, Inc.
☐ Bigfoot Ventures
☐ Fashion One

ICT DEPARTMENT

HARDWARE

☐ Desktop Computer
☐ Notebook Computer
☐ Others : _____

NETWORK

☐ Wired Connectivity (Desktop)
☐ Wireless Connectivity (Notebook)
☐ Desk Phone
☐ Vonage Phone
☐ Others : _____

SYSTEMS

☐ Network Account
☐ Internet Connection (For CIO Approval)
☐ Limited Access
☐ Full Access
☐ Skype ID _____
☐ Email Acct _____
☐ Group Email
☐ staff@bigfootstudios.com
☐ staff@filmschool.ph
☐ staff@bigfootproperties.com.ph
☐ mancom@bigfoot.com.ph
☐ mancom@filmschool.ph
☐ Dep't: _____
☐ Others: _____

SOFTWARE APPLICATIONS

☐ Office Productivity Tool (Word, Excel & Powerpoint)
☐ Messaging & Communications (Entourage & Skype)
☐ Programming Tools
☐ Web Design Tools
☐ Video Editing Suites
☐ Accounting Suites
☐ Graphics Suites
☐ Others : _____

HR AND ADMINISTRATION

DESCRIPTION
☐ ID Card
☐ Welcome Kit
☐ Cellphone Kit
☐ Prepaid Card
☐ Business Card
☐ Health Insurance Card
☐ Biometrics Access
☐ 7AM- 2AM Post
☐ 24x7 Post Areas
☐ 24x7 IAFT Entrance
☐ 24x7 SS1 Entrance
☐ 24x7 Edit Suite Sat- Sun
☐ 7AM - 10PM All Areas
☐ 24x7 Access (Support Group)
☐ 24x7 Executive Access
☐ Others: _____

☐ Table & Chair
☐ Mobile Cabinet

Other Instructions :

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Requested by: _____

Approved and Noted by: _____

Date Received(mm/dd/yy) _____

Date Emailed(mm/dd/yy) _____

Department Head/ In-charge

Marie Stephanie L. Manuel

HR/ Admin Director

Cc: 201 File

Finance- Asset Accounting

ICT



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