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| ***NOMBRE Y APELLIDO:*** |  | | | | | | |  | | | | | | | |
| ***CARGO:*** |  | | | | | | | ***CEDULA:*** | | |  | | | | |
| ***DEPENDENCIA:*** |  | | | | | | |  | | | | | | | |
| ***FECHA DE SALIDA:*** |  | | ***DIA*** | |  | | | ***MES*** | |  | | | | ***AÑO*** |  |
| **EQUIPOS Y ELEMENTOS DE OFICINA A CARGO.**  Incluir # placa del activo | | | | | | **OTROS ELEMENTOS DE TRABAJO** | | | | | | | | | |
|  | | | | | | ***ELEMENTOS ERGONÓMICOS:***  *Apoya pies SI (*  *) NO (*  *)*  *Base para portátil SI (*  *) NO (*  *)*  *Pad Mouse SI (*  *) NO (*  *)* | | | | | | | | | |
|  | | | | | | ***CHALECOS***  *COPASO SI (*  *) NO(* *)*  *Brigadista de Emergencia SI (*  *) NO(*  *)* | | | | | | | | | |
| ***LIBROS PENDIENTE EN BIBLIOTECA:*** | | | | | | | | ***SI*** |  | | ***NO*** | |  | ***CUAL:*** |  |
| ***EQUIPOS PENDIENTES EN MEDIO EDUCATIVOS:*** | | ***SI*** | |  | | | ***NO*** | |  | | | ***CUAL:*** | | |  |
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| **OBSERVACIONES** | | | | | | | | | | | | | | | |
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| **Elaboró** | | | | | | **Aprobó – Jefe Inmediato** | | | | | | | | | |
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| **VoBo Medios Educativos** | | | | | | **VoBo Contratación y compras** | | | | | | | | | |
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| **VoBo Sistemas** | | | | | | **VoBo Talento Humano** | | | | | | | | | |