



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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**MOBILE PHONE ACQUISITION AND USE
(Application Form)**

Please fill out the necessary information

USER INFORMATION			
Name	FRANCIS RANDY J. HORTELANO		
Position Title	DEPARTMENT MANAGER		
Office	CORPLAN TIEZA	Email	frjhortelano@gmail.com
MOBILE ACCOUNT INFORMATION			
<input type="checkbox"/> New Application	<input checked="" type="checkbox"/> SMART <input type="checkbox"/> GLOBE	Mobile Plan Description (refer to the attached Plan Matrix) PLAN 2500	
<input checked="" type="checkbox"/> Renewal	Mobile No.: NOTE: with request for NEW NUMBER; current NO 0998593103		
<input type="checkbox"/> Upgrade Rate / Plan Description / Change Network	Old Rate / Plan Description PLAN 2500 New Rate / Plan Description (refer to the attached Plan Matrix) / (specify new network)		
<input type="checkbox"/> Disconnect Service			
ADDITIONAL INFORMATION			
<input type="checkbox"/> Avail Free Phone			
Handset / Device			
<input checked="" type="checkbox"/> Avail Phone with Cash-out	Amount: ₱ 2,200.00		
Handset / Device	SAMSUNG GALAXY S20 FE		
Payment Terms		Cash-out Payment Policy	
<input checked="" type="checkbox"/> One Time Cash-out Payment	<p>This policy relates only to the issuance of mobile phone as stated in Board Resolution No. R-24-07-18-D and shall be in effect upon agreeing to abide by the following terms and conditions:</p> <ol style="list-style-type: none">The cash-out option is not part of the of the entitlement therefore;<ol style="list-style-type: none">Payment thru salary deduction is not allowed.The employee shall take the full responsibility of settling payment for the cash-out/monthly amortization.The Employee shall pay the amount due on or before the 1st Thursday of each month to the Treasury Division.As proof of payment, a copy of the official receipt shall be given to the Procurement Officer to be attached to the monthly Statement of Account (SOA).The accounting shall not process the payment until the amount due is settled by the employee which may result to temporary disconnection or redirection of service.		
<input type="checkbox"/> 24 Months Amortization			
<input checked="" type="checkbox"/> I hereby agree to abide by the terms and condition as provided in the Cash-out Payment Policy. I understand that delayed payment may result for temporary disconnection or redirection of my phone plan.			
Signature			
I have read and understand Board Resolution No. R-24-07-18-D, Guidelines on cellular/mobile phone distribution/allocation and usage, related to cell phone use and expenses.			
Signature			