



## ACCOUNTABILITY AGREEMENT

I, Rodelio Barcenas, employed as ICT PM/BA Lead of the University of Asia and the Pacific (UA&P), with office address at Pearl Drive, Ortigas Center, Pasig City, make myself accountable for the “Re-assigned laptop” unit issued to me with the following specifications:

Brand & Model: Asus | VivoBook S430FN-EB056T  
Serial Number: JCN0CX16Z341528  
Computer Name: ICT-LPTP-19-09  
CPU: Intel Core i5 8th gen  
O.S: Windows 10 Home  
Storage: 256 GB SSD | 1TB HDD  
RAM: 8GB  
Color: GUN METAL  
Date Purchased: 9/30/2019

I adhere to the following conditions:

1. I understand that all mobile computing devices, equipment, and accessories that the University of Asia and the Pacific (UA&P) has provided me are the property of UA&P. I agree with, and will adhere to all of the policies, guidelines, and regulations regarding their use. I understand that I am financially responsible for any damage to or loss of the computing device and accessories because of negligence or of violation of these policies, guidelines, and regulations.
2. In case of damage or loss I will replace or pay the full cost of replacement of the damaged or lost equipment with equipment of equal value and functionality subject to the approval of UA&P. This responsibility holds even if I allow other individuals to use the equipment.
3. I will be personally responsible for the security and care of the device and its contents while in my custody and will exercise due prudence in its handling and use. I also accept liability for any damage caused due to security breaches.
4. I agree to return the mobile computer and the accessories in my possession immediately upon termination or in the alternative; UA&P may withhold the replacement cost of the laptop/accessories from my last paycheck.
5. I will report damage or suspected problems immediately to the ICT office.

6. I understand that a violation of the terms and conditions set out in the policy will result in the restriction and/or termination of my use of the university computers and accessories, the university network and network services, and may result in further discipline up to and including termination of employment and/or other legal action.

My accountability commenced on Jul 20 2021.

Signed:



RODELIO BARCENAS  
ICT PM/BA Lead  
ICT Department

In witness:

**Renato L Derpo**  
Managing Director  
Information & Communication Technologies

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