REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) S.S

LETTER OF UNDERTAKING

KNOW ALL MEN BY THESE PRESENTS:

This Undertaking is executed by _____ herein referred to as END USER, in favor

_____, a corporation duly organized and existing under Philippine

law, with address at _____,

the following terms and conditions:

1. I understand that the laptop issued is solely for official use only.
2. I understand that I am responsible for the laptop computer issued to me and that I will care for the equipment in such a manner as to prevent loss or damage.
3. The laptop should be transported in its case and stored carefully so it is not susceptible to damage. I may not make any permanent personally identifying marks on the laptop computer including adhesive labels/stickers.
4. Storing (creating, downloading, saving) of personal files (documents, photos, videos) that are not work-related is prohibited.
5. The laptop should never be left unattended after office hours, weekends, holidays, etc.
6. I shall be fully accountable for theft, loss or damage of the property.
7. Acceptable storage of laptop during office hours includes locked desks, cabinets or other secured spaces not visible when the laptop is not in the user's possession.
8. In case of any malfunction, I am required to report to the IT Department.
9. In case of loss or theft, I must report the incident to the nearest police station.
10. I may not take the laptop for repair to any external agency or vendor at any point of time.
11. I shall be liable to pay all charges incurred due to unofficial use of the unit or damage:
    - Payable parts: Keyboard, LCD Screen/Display Assembly, Palm Rest, Motherboard, Laptop Charger and center control panel.
12. IT Department may borrow the unit anytime with or without notice due to security inspection.
13. I attest that the laptop unit with the following specifications have been turned over to me in good condition:

A. Computer Identification:

Device	Model	Serial Number	ITD Tag

B. Operating System Installation:

Software	Version	Serial Number

14. I agree that I shall surrender the unit and all its accessories mentioned herein upon her separation with LAFIL or upon demand by the latter even without prior advice.

CONFORME:

_____   _____
Assignee   Date

For ITD use do not write anything.

Received by: _____   Date: _____
(Signature over printed name)

REMARKS: _____