

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
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B. Operating System Installation:

Software and OS Version

- 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

Received by: _____
(Signature over printed name)

Date: _____
For ITD use do not write anything.

REMARKS: _____