

## 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 desktop issued is solely for official use only.
2. I understand that I am responsible for the computer issued to me and that I will care for the equipment in such a manner as to prevent loss or damage.
3. The desktop 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 desktop 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 desktop during office hours includes locked desks, cabinets or other secured spaces not visible when the desktop 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 desktop 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, center control panel.
12. IT Department may borrow the unit anytime with or without notice due to security inspection.
13. I attest that the desktop unit with the following specifications have been turned over to me in good condition:

### A. Computer Identification:

### B. Operating System Installation:

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: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature over printed name)

*For ITD use do not write anything.*

REMARKS: \_\_\_\_\_