

LETTER OF UNDERTAKING

KNOW ALL MEN BY THESE PRESENTS:

This Undertaking is executed by _____ herein referred to as END USER, in favor of _____, a corporation duly organized and existing under Philippine law, with address at _____, the following terms and conditions:

1. I understand that the portable printer issued is solely for official use only.
2. I understand that I am responsible for the portable printer issued to me and that I will care for the equipment in such a manner as to prevent loss or damage.
3. The printer 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 printer including adhesive labels/stickers.
4. Printing items that are not work-related is prohibited.
5. The printer 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 printer during office hours includes locked desks, cabinets or other secured spaces not visible when the printer 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 portable printer 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: Screen/Display Assembly, Roller, Motherboard and Unit Charger.
12. IT Department may borrow the unit anytime with or without notice due to security inspection.
13. I attest that the printer unit with the following specifications have been turned over to me in good condition:

A. Asset 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

**For ITD use. Do not write anything.*

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

REMARKS: _____