

## ACCOUNTABILITY FORM

(IT Equipment Assignee Agreement)

Name: **Arnel Macanas** Position: **Assistant General Manager**  
Department: **Manning Center, Technical Operation** Date Issued: **09 May 2014**  
*09 May 2014*

UNIT / BRAND	QTY.	UNIT SERIAL NO.	PROPERTY TAG NO.
Toshiba Satellite Pro B40 (complete set)	1	3E059460Q	LTP-ITSMI-067
Toshiba Laptop Bag	1	N/A	
Generic USB Mouse	1	X4A86725000477	


### Undertaking:

*I hereby certify that the above item has been issued to me in good working condition.*


*I am also fully aware that this IT Equipment has been assigned to me as a tool to assist me in carrying out my work effectively, and is strictly for official business use only. I also understand that the company reserves the rights to withdraw the IT equipment and/or assign another type of equipment in the event of change in nature of my work which will no longer require the use of issued unit in the course of regular work.*

*Furthermore, this item shall be turned over to the company in the event of my retirement/resignation/termination/end of the contract or as dictated by the company. Should I fail to return the item, the cost of the replacement shall be automatically deducted from any pay due from the company.*

**Acknowledged and accepted by/date**

  
**ARNEL R. MACANAS**  
Signature over Printed Name

**Issued and witnessed by:**

  
**GCG**  
Signature over Printed Name

## ACCOUNTABILITY FORM

(IT Equipment Assignee Agreement)

Name: **Santi Castellano** Position: **Engine Technical Officer**  
Department: **Manning Center, Technical Operations** Date Issued: **09 May 2014**

UNIT / BRAND	QTY.	UNIT SERIAL NO.	PROPERTY TAG NO.
Toshiba Satellite Pro B40-A (complete set)	1	3E059460Q	LTP-ITSMI-067
Toshiba Laptop Bag	1	N/A	
Generic USB Mouse	1	Generic USB	

### Undertaking:

I hereby certify that the above item has been issued to me in good working condition.

I am also fully aware that this IT Equipment has been assigned to me as a tool to assist me in carrying out my work effectively, and is strictly for official business use only. I also understand that the company reserves the rights to withdraw the IT equipment and/or assign another type of equipment in the event of change in nature of my work which will no longer require the use of issued unit in the course of regular work.

Furthermore, this item shall be turned over to the company in the event of my retirement/resignation/termination/end of the contract or as dictated by the company. Should I fail to return the item, the cost of the replacement shall be automatically deducted from any pay due from the company.

### Acknowledged and accepted by/date

  
Signature over Printed Name **SANTI R. CASTELLANO** 2014.05.09

### Issued and witnessed by:

  
Signature over Printed Name