

COMPUTER EQUIPMENT ASSIGNMENT

Employee Name

RENE BOY ANDOY

CTC TEAM

TEAM/GROUP

24-AUG-22

RELEASE DATE

PH-EH-LT-072

UNIQUE CODE

LAPTOP SPECIFICATION

Brand/Model:	HP Laptop 15s-FQ4033TU (Silver) (NEW)
S/N:	5CD1445FGQ
Processor:	Intel Core i5-1155G7 CPU @ 2.50GHz
RAM:	1) 8 GB DDR4 3200Mhz 2) 8 GB DDR4 3200Mhz
HDD / SSD:	1) 512 GB SSD

PERIPHERALS

AC Power Adapter:	With power adapter
Battery:	With Built-in battery
Mouse :	With wired mouse (NEW) 1) Model/ Brand: HP 100
Bag:	With Sling bag HP (Dark Gray)

LAPTOP PORTS/KEYBOARD/TOUCHPAD/CAMERA

USB (2) & USB Type C (1):	Working properly
HDMI :	Working properly
AUDIO PORT:	Working properly
MIC:	Working properly
CAMERA:	Working properly
KEYBOARD:	Working properly
TOUCHPAD:	Working properly
SD-CARD READER:	Working properly
CHARGING PORT:	Working properly

REMARKS

Note: This laptop is new ---- Purchased last (August 16, 2022)

Note:

1. **Clean your laptop regularly.** The company have prepared the laptop to you, as clean, and as neat, as the company possibly can. Kindly make sure that upon return of the laptop it is maintained properly.

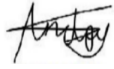
2. **Do not reformat laptop without any consent from IT/Support Team.**

I understand that this equipment is company-owned and I am using it for work-related purposes. I understand that I am responsible for the care and will maintenance of the equipment. In case that the equipment is, in any case, damaged, lost, stolen, while outside the office premises, I shall be responsible for its cost for its replacement. In case the equipment gets damaged due to wear and tear, I shall have it inspected by the company's support team as soon as possible.

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I understand that upon the termination of my employment from the Company, I shall surrender and turn over the equipment back to the company in proper working order (excluding normal wear & tear). The company has the right to withhold a payroll deduction to cover the replacement cost of any item issued to me that is not returned for whatever reasons, or is not returned in good working order.

By signing this Agreement, I acknowledge that I have received the office equipment described above in working order and I conform to the terms and conditions for the use of said equipment.



RENE BOY ANDOY

Employee signature over printed name

Date:

LOUELYN FRIAS

Prepared by (IT):

Date:

MERRYLEN CRUZ

Noted by IT-TL:

Date:

ADMIN/FINANCE

Authorized by Admin/Finance:

Date:

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