



## Equipment Issue Form

Name: Herbert Cipriano

Date of issuance: 02/07/2022

Location: #45 Manuel L. Quezon St. San Miguel Taguig City.

**I have received the following Equipment: Laptop**

**Model: ACER**

**Make: ASPIRE 5 A514-54-55K5**

**Serial Number: NXA27SP00F1350EA1D3400**

- I understand that I am being issued an equipment as a tool to facilitate my work
- I understand that I am responsible for the equipment issued to me and that I will care for the equipment in such a manner to prevent loss or damage
- The equipment issued to me is strictly for work and not for any personal matters
- In the case of any damages or abuse of the equipment, or because of my failure to follow company technology acceptable use policies, including this agreement, I understand that I will be held accountable for it
- I understand that I will return the equipment to the company upon the end of my contract

**By signing this document, I am accepting and agreeing to the terms of use for this device**

A handwritten signature in black ink, appearing to read "Herbert C. Cipriano", written over a horizontal line.

**Herbert C. Cipriano**

Employee Signature over Printed Name

02/7/2022

Date