



Equipment Issue Form

Name: Maitha Teodoro

Date of Issuance: July 9 2022

Location: Springville subdivision, Molino Bacoor Cavite

I have received the following Equipment:

Model: Pro Book 44-G8

Make: HP

Serial Number: 5CD136F9FY

- I understand that I am being issued a 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

Employee Signature over Printed Name

Date