



## Equipment Issue Form

Name: Rachel Anne Bacarra

Date of Issuance: June 25, 2022

Location: 71 M-16 St. Soldiers Village Brgy. Sta. Lucia, Pasig City

### I have received the following Equipment:

**Model: HP**

**Make: Victus**

**Serial Number: 5CD201C4WQ**

- 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**

A handwritten signature in black ink, appearing to read "Rachel Bacarra", written over a horizontal line.

RACHEL ANNE HILWA BACARRA

Employee Signature over Printed Name

JUNE 27, 2022

Date