



Equipment Issue Form

Name: Bea Narvasa

Date of issuance: 12/27/2021

Location: 01 Parkplace Drive Broosidehills Subdivision, Cainta Rizal

I have received the following Equipment:

Model: HP Laptop 15.6" i5

Make: HP

Serial Number: 15s-fq2552TU

- 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 "Bea Narvasa", is written over a horizontal line.

Maria Beatrice Narvasa

Employee Signature over Printed Name

07/16/2022

Date