**MOBILE PHONE/PLAN AGREEMENT**

**Smart Plan 500: Unlimited call and text to all network and 2GB data monthly**

This agreement governs the use and care of mobile plans and devices described below assigned to the individual personnel of Mabalacat City College (“MCC”). It covers the period from the date issued through the return date of equipment to MCC. All issued equipment shall remain the sole property of MCC.

**Terms of Usage:**

* I understand that any mobile phone owned by MCC is to be used to conduct official MCC business only. The phone is not to be used for incoming or outgoing personal calls except in case of emergency.
* I understand that all MCC cellular telephone bills are subject to review by the management, and I will endeavor to use the phone provided to me in an appropriate and responsible manner using minutes and data, if applicable, only when necessary to do my job.
* I understand that the data allotted to my plan is only **2GB** that any excessive usage shall be deducted from my salary.
* I understand that the airtime (calls) allotted to my plan is only applicable for national coverage, and that any international shall be deducted from my salary.
* I understand that I am responsible for ensuring that the phone and all its accessories are maintained in a safe and secure manner. I understand that if I lose the MCC issued phone or if it is damaged in my custody, I will be responsible for the cost of replacing or repairing it.
* I understand that I have to always bring the phone to work.
* I understand that I am not allowed to modify or tamper the issued phone.
* I understand that I am not allowed to lend or loan the phone or its components and accessories to others, including colleagues, students or family members.
* I understand that I will have to return the phone and all its accessories to MCC upon my resignation, termination, reassignment, good working condition and tidy.

By signing this document, I understand and agree to the terms and responsibilities aforementioned.

Device Model: OPPO A12 32GB

Serial No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MCC Asset Tag No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MOBILE PHONE/PLAN AGREEMENT**

**Smart Plan 2500: Unlimited call and text to all network and 70GB data monthly**

This agreement governs the use and care of mobile plans and devices described below assigned to the individual personnel of Mabalacat City College (“MCC”). It covers the period from the date issued through the return date of equipment to MCC. All issued equipment shall remain the sole property of MCC.

**Terms of Usage:**

* I understand that any mobile phone owned by MCC is to be used to conduct official MCC business only. The phone is not to be used for incoming or outgoing personal calls except in case of emergency.
* I understand that all MCC cellular telephone bills are subject to review by the management, and I will endeavor to use the phone provided to me in an appropriate and responsible manner using minutes and data, if applicable, only when necessary to do my job.
* I understand that the data allotted to my plan is only **70GB** and that any excessive usage shall be deducted from my salary.
* I understand that I am responsible for ensuring that the phone and all its accessories are maintained in a safe and secure manner. I understand that if I lose the MCC issued phone or if it is damaged in my custody, I will be responsible for the cost of replacing or repairing it.
* I understand that I have to always bring the phone to work.
* I understand that I am not allowed to modify or tamper the issued phone.
* I understand that I am not allowed to lend or loan the phone or its components and accessories to others, including colleagues, students or family members.
* I understand that I will have to return the phone and all its accessories to MCC upon my resignation, termination, reassignment, good working condition and tidy.s

By signing this document, I understand and agree to the terms and responsibilities aforementioned.

Device Model: iPhone SE 128GB

Serial No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MCC Asset Tag No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_