

# RETRIEVAL CHECKLIST GUIDELINES



### Retrieval Checklist Form

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

According to Data Privacy Act of 2012, also known as Republic Act No. 10173, it is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected.

To help us process your return efficiently, please check the equipment you will be sending back to Peak Support. You can also let us know if you have any concerns about the condition of any items.

CHECKLIST ITEMS		
For Laptop Equipment:	Quantity	Remarks
<input type="checkbox"/> Laptop		
<input type="checkbox"/> Laptop Bag		
<input type="checkbox"/> Laptop Charger (Adaptor)		
<input type="checkbox"/> Laptop Box		
For Computer Equipment:		
<input type="checkbox"/> Keyboard & Mouse		
<input type="checkbox"/> Monitor		
<input type="checkbox"/> Headset		
<input type="checkbox"/> Power Cable (Adaptor)		
<input type="checkbox"/> HDMI Adapter		
<input type="checkbox"/> VGA Cable		
For Hardware Security Token		
<input type="checkbox"/> Yubikey		
<input type="checkbox"/> RSA Security Token		

I hereby acknowledge the return of all equipment assigned to me by Peak Support. I have thoroughly inspected the equipment and confirm that all items are in complete and free of any defects or damage.

If any missing or damaged equipment is discovered upon further inspection, I understand that I will be held responsible for the replacement costs and any associated consequences as per company policies. I take full responsibility for the equipment assigned to me and have ensured its proper care and maintenance throughout my usage period.

#### Additional Considerations

- ✓ I acknowledge that the company reserves the right to inspect returned equipment at any time.
- ✓ I will promptly report any discrepancies or concerns regarding the equipment to the company.
- ✓ I will cooperate fully with any investigations or audits related to the equipment.

By signing this acknowledgment, I agree to the terms and conditions outlined above.

Consignee:

Pullout Delivery Personnel:

EMPLOYEE PRINTED NAME & SIGNATURE

PRINTED NAME & SIGNATURE

## Retrieval Checklist Form (Hardcopy)

## Retrieval Checklist Form (QR Code/Google Form)



<https://l1nk.dev/PUXg7>

**UPON RETRIEVING, USER MUST FILL-UP THE RETRIEVAL CHECKLIST FORM.**

- You can fill up in hardcopy or use the QR code for Retrieval Checklist Form (Google Form).

## Peak Support Retrieval Checklist

juandelacruz@gmail.com [Switch account](#)



The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.

\* Indicates required question

Email \*

Your email

### Data Privacy Act of 2012:

According to Data Privacy Act of 2012, also known as Republic Act No. 10173, it is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected.

# Retrieval Checklist Form (Google Form)

- Scan the **Retrieval Checklist Form (QR code)** and it will direct you to a google form:  
<https://l1nk.dev/PUXg7>

## Data Privacy Act of 2012:

According to Data Privacy Act of 2012, also known as Republic Act No. 10173, it is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected.

## End User's Information

This is to certify that the said items are true without a doubt.

**Full Name \***

Your answer

**Contact Number \***

Your answer

**Complete Address \***

Your answer

- *Fill up the indicated information in the section. Make sure that the information you provide is based only on the facts.*

### Retrieval Checklist

Please indicate the number of assets to be retrieved

#### For Laptop\*

	5	4	3	2	1	N/A
Laptop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Laptop Charger	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Laptop Bag	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Charger Adapter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Laptop Box	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### For Computer Equipment\*

	5	4	3	2	1	N/A
Monitor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Keyboard	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mouse	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
VGA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HDMI	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Power Cable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Headset	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### For Hardware Security Token\*

	5	4	3	2	1	N/A
RSA Security Token	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yubikey	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Remarks / Concerns\*

Please specify the concerns about given items you have. If you don't have concerns, just put N/A

Your answer

- On the “RETRIEVAL CHECKLIST” tab. Indicate the number of assets that you have and put N/A if you don’t have the item. Also, put a remarks/concerns of the items you used.



## E-Signature \*

Steps:

1. Click the link to make your own e-signature. <https://www.signwell.com/online-signature/draw/>
2. Download your E-signature
3. Upload it below

 Add file



Draw your signature

*juan dela cruz*

- Make sure that the signature you create is similar to the signature on your ID. To create your signature, use the provided link: <https://www.signwell.com/online-signature/draw/> . In addition, if you already have an e-signature, you can upload the file.

Any Valid ID \*

 Add file

Upload a photo that are subject for retrieval: \*

Please see the attached photo for your reference.

Note: Please include all company assets that is in your possession.



 Add file

Next

Clear form

• Provide a **Valid ID** that will serve as identification of the EU. To make sure that the given data above are true.

• Upload the picture of items that is currently in your possession. You can refer to the sample picture below.

## For Retrieval Personnel

This is to certify that I have witnessed the verification of the item that will be pulled out for the end user. The proof I provided will serve as accurate documentation of the retrieval.

### E-Signature \*

Steps:

1. Click the link to make your own e-signature. <https://www.signwell.com/online-signature/draw/>
2. Download your E-signature
3. Upload it below

 Add file

### Upload a photo that are subject for retrieval: \*

Please see the attached photo for your reference.

Note: Please include all company assets that is in your possession.



 Add file

### Any Valid ID \*

 Add file

- After fulfilling the requirements of the first section, kindly give it to the retrieval personnel for them to proceed and fill up the next section.



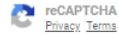
A copy of your responses will be emailed to the address you provided.

[Back](#)

[Submit](#)

[Clear form](#)

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Google Forms



## Peak Support Retrieval Checklist

Thanks for submitting your contact info!

[Submit another response](#)

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### Peak Support Retrieval Checklist inbox x



Google Forms

Thanks for filling out Peak Support Retrieval ChecklistHere's what was received. Peak Support Retrieval ChecklistThis is to certify that the said items are true

1:17 PM (6 minutes ago)



Google Forms <forms-receipts-noreply@google.com>  
to me

12:11 PM (3 minutes ago)



Google Forms

Thanks for filling out [Peak Support Retrieval Checklist](#)

Here's what was received.

### Peak Support Retrieval Checklist

This is to certify that the said items are true without a doubt.

• Once you complete the following requirements, you can submit it to have the data you provided.

• Responses will be sent to the user's email address, and Peak Support and Adventus IT Services will be able to view the information.