

**1.0. OBJECTIVE**

1.1 The purpose of this policy is to establish guidelines and procedures for managing the accountability of IT assets when an employee resigns or is terminated.

**2.0 SCOPE**

2.1 This policy applies to all employees of CVM Finance and Credit Corporations who handle IT assets owned or leased by the organization and all resigning or terminated employees.

**3.0. DEFINITION OF TERMS**

- 3.1 ITG – refers to IT department of the Company
- 3.2 PR Team – refers to People Relations Team of the Company

**4.0 POLICY**

**4.1 IT ASSET CLEARANCE**

- 4.1.1 When an employee resigns, terminated or separated, People Relations Team must notify IT Group through an Accountability Clearance Sheet that is initiated to route from team to team by People Relations Team.
  - 4.1.1.1 Upon receiving of Accountability Clearance from PR Team, IT Group will then check the employee's assets in ITG's inventory and monitoring which will be generated/exported.
  - 4.1.1.2 IT Specialist/Officer must sign to the Asset Clearance confirming that all company assets had been removed.
  - 4.1.1.3 ITG Junior/Senior Officer is required to have a generated/exported ITG Asset Clearance prior signing the Accountability Clearance Sheet of PR Team.
- 4.1.2 The IT Group must disable the employee's access to all IT assets, including but not limited to email, network and system access, and any company-owned devices.
- 4.1.3 The IT Group must collect all company-owned devices, including but not limited to computers, laptops, servers, mobile devices, and storage media, from the employee.

**4.2 TRANSFER OF IT ASSET OWNERSHIP**

- 4.2.1 ITG must received a duly signed and approved IT Asset Transfer of Ownership Form by the requesting employee's Team Head.
- 4.2.2 Transfer of asset ownership can only be processed for separating/resigning employee that would like to personally acquired the asset that is accounted under his/her name.
- 4.2.3 ITG will then verify the following conditions that must be met in order to proceed further.
  - 4.2.3.1 Asset Transfer of Ownership Form is Approved by requesting employee's team head.
  - 4.2.3.2 Asset can still be transferred/acquired
- 4.2.4 Once the aforementioned conditions are met, ITG may now proceed to further processes.
- 4.2.5 Aside from the requesting Employee's Team Head approval. Transfer of Ownership needs to be approved by the ITG Team Head as well.
- 4.2.6 Once required form is Fully approved by the respective parties, ITG will now forward the request to FST for further processes which includes its selling price.
- 4.2.7 Selling price must be proposed by the Financial Team to requesting Employee.
- 4.2.8 Employee/Transferee must acknowledged the selling price proposed by the Financial Services Team. Else, transfer of ownership will not proceed any further.
- 4.2.9 ITG will update the inventory and/or monitoring for corresponding changes.

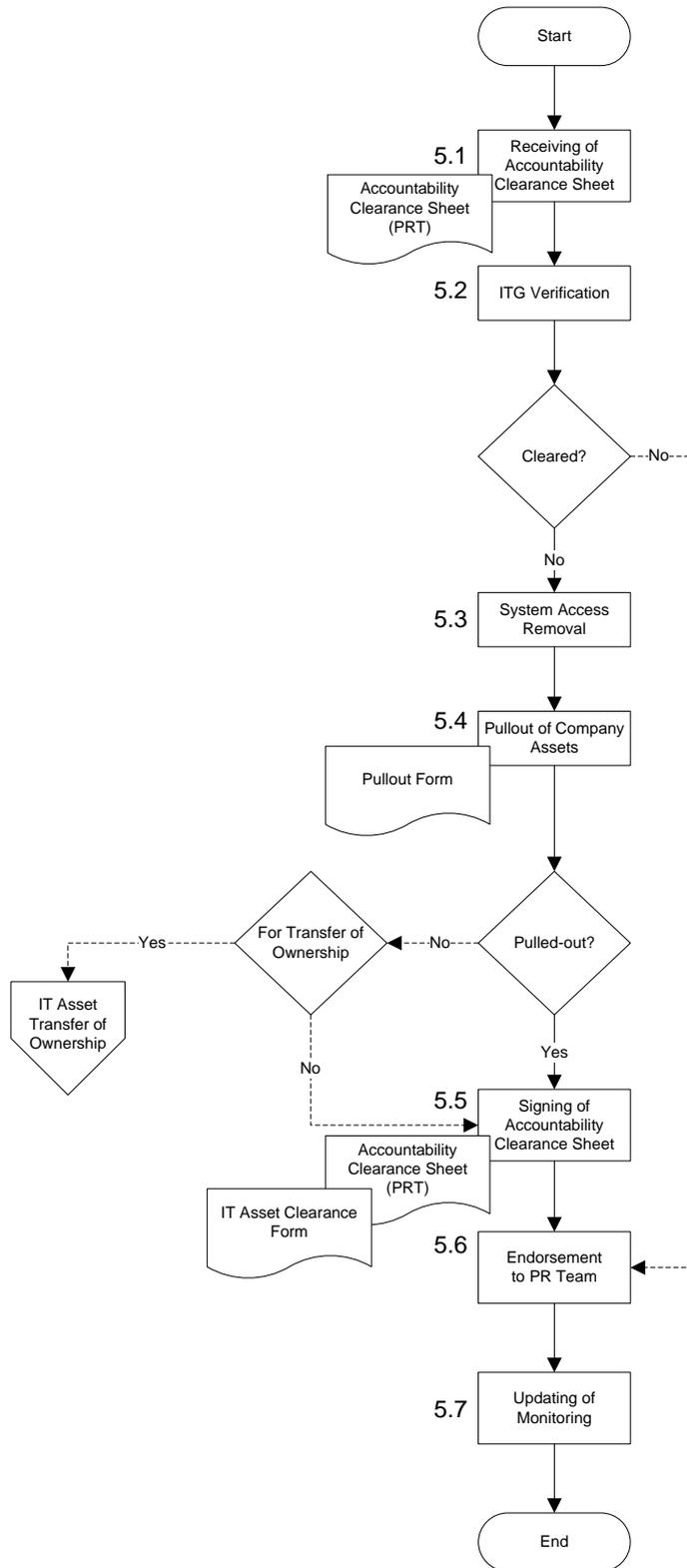
5.0 GUIDELINES

Responsibility

Process Flow

Guidelines

ITG



5.1 Receiving of Accountability Clearance Sheet

5.1.1 Once an employee filed a resignation or had been termination, PR team will forward an Accountability Clearance Sheet to ITG, wherein concerned employee will be validated by ITG for any IT Asset accountabilities.

5.2 ITG Verification

5.2.1 ITG will then verify the concerned employee's Accountability Clearance Sheet from ITG's inventory.

5.3 System Access Removal

5.3.1 In event that the concerned employee is not yet cleared from any IT asset(s) or account(s), ITG must remove any System Access.

5.3.2 After removing System Access, remaining assets will be pulled-out using ITG's Pullout Form.

5.4 Pullout of Company Assets

5.4.1 In event that there is an IT asset to be pulled-out, ITG will use a Pullout Form in order to document such activity or changes to inventory.

5.4.2 Asset to be transferred to other user must accompanied by Pulled Form from the origin user and Receiving/Accountability Form(s) to New user. Otherwise, said asset is still under the accountability of the origin user.

5.4.3 Upon Pullout of Asset, the user must surrender it to ITG for further checking of its software and physical status. In case that the Asset for pullout will then be urgently transferred to its New User, ITG can still accommodate it via remote with corresponding assistance and documents.

5.4.4 If there's no asset to be pulled-out, ITG will now sign the Accountability Clearance Sheet of ITG.

5.4.5 However, if there is an asset that will be requested for acquisition of the concerned employee, this will be processed through IT Asset Transfer of Ownership SOP.

5.5 Signing of Accountability Clearance Sheet

5.5.1 Once below condition's are met, ITG may now sign the Accountability Clearance Sheet

5.5.1.1 System Account(s) is/are disabled/deleted.

5.5.1.2 There's no asset to be pulled-out/transferred

5.5.1.3 Once Transfer of Ownership is fully approved.

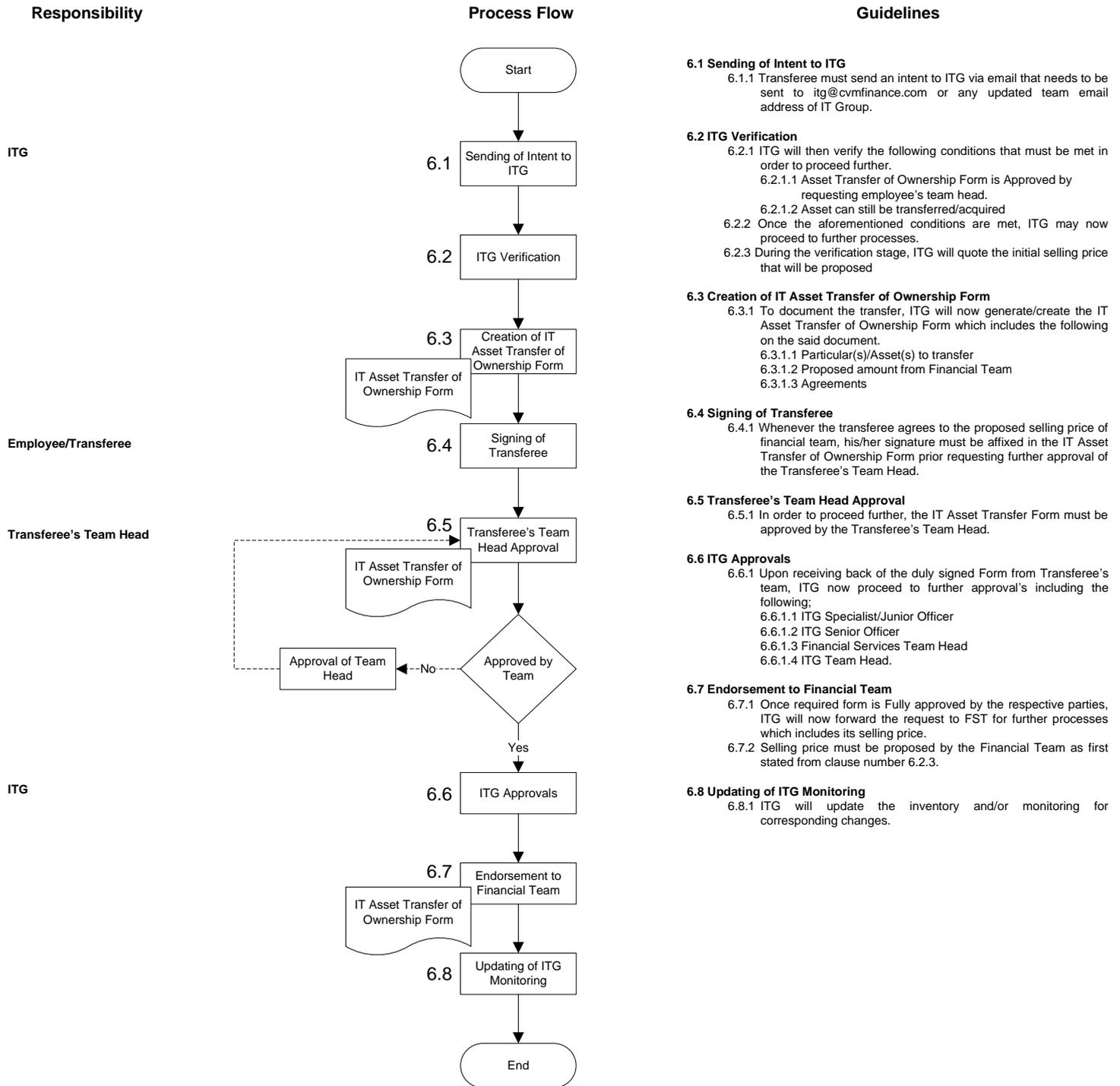
5.6 Endorsement to PR Team

5.6.1 Signed Accountability Clearance Sheet, together with attached IT Asset Clearance Form must be endorsed to PR Team for further processing.

5.7 Updating of Inventory and Monitoring

5.7.1 ITG will update the inventory and/or monitoring for corresponding changes.

6.0 GUIDELINES



**7.0 FORMS**

- 7.1 IT Asset Clearance – ITG-2023-F-014
- 7.2 IT Asset Transfer of Ownership Form – ITG-2023-F-015

**8.0 AUTHORIZED SIGNATORIES**

No.	FORM	SCOPE	SIGNATORIES
7.1	IT Asset Clearance	Checked by	ITG Specialist/Officer
7.2	IT Asset Transfer of Ownership Form	Transferee Name Recommending Approval Received by Noted by Recommending Approval Approved by	Transferee Transferee's Team Head ITG Specialist/Junior Officer ITG Senior Officer Financial Services Team Head ITG Team Head/President

**9.0 SANCTIONS :** Non-compliance on this policy shall be subject to sanction in accordance with the employee code of conduct.

**10.0 EFFECTIVITY :** This policy will take effect on June 1, 2023

**11.0 ACKNOWLEDGEMENT TO COMPLY AND IMPLEMENT**

This is to acknowledge that we:

- 11.1 Reviewed the policies and procedure herein;
- 12.2 Agree with contents hereof; and
- 13.3 Commit to strictly implement these policies and procedures.

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