

ASSETS HANDOVER FORM



REGISTERED OFFICE:	Device Factory
CONTACT NO.:	340-5418
EMAIL ADDRESS:	N/A
NAME OF EMPLOYEE:	GERALDINE RICARDO
EMPLOYEE ID NO.:	5470
DEPARTMENT/DIVISION:	QC - PLM

DEAR SIR / MADAM

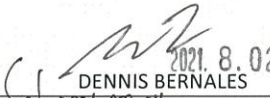

PLEASE FIND THE BELOW AS THE ASSETS HANDED OVER TO YOU TO SUPPORT YOU IN CARRYING OUT YOUR ASSIGNMENT IN A MOST PROFICIENT MANNER.

NO.	PARTICULARS	QTY	REMARKS
1	DELL DESKTOP Intel Core i3	1	TFXC0179

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

 2021. 8. 02
 DENNIS BERNALES
 2021-08-04
 SUSETTE SURBANO

I, MR. / MRS GERALDINE RICARDO HEREBY ACKNOWLEDGED THAT I HAVE RECEIVED THE ABOVE MENTIONED ASSETS(S), I UNDERSTAND THAT THIS ASSET(S) BELONG TO TOYOFLEX CEBU CORPORATION AND IS UNDER MY POSSESSION FOR CARRYING OUT MY WORK, I HEREBY ASSURE I WILL TAKE CARE OF THE DEVICE(S) OF THE COMPANY TO THE BEST POSSIBLE EXTEND.

EMPLOYEE SIGNATURE


 GERALDINE RICARDO

DATE SIGNED

2021-08-02

Document No.	TCF-G084	Ver.	1	TOYOFLEX CEBU CORPORATION		Retention Period
Effectivity Date	2021-07-16	Prepared by:	Checked by:	Approved by:		2 YEARS
		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA		