Toyoflex Cebu Corporation provides employees a computer to enable them to perform their task where in they need to do a report and be able to perform the job

This agreement is intended to protect the security and integrity of Toyoflex Cebu Corporation Data, Technology and Infrastructure, Thus employees must agree to the terms and conditions set forth in this agreement.

Terms of usage

- 1. The company defines acceptable business use as activities that directly or indirectly support the business of the Company
- 2. All company provided electronic devices are the property of the Company. Therefore, employees must comply with the company requests to make their Company-issued electronic devices available for any reason, including upgrades, replacement, inspection, or retrieval for on going investigations.
- 3. The Returning of Company issued electroninc devices (laptops, desktops) and all accessories during separation from the company should be done otherwise no clearance signing.
- 4. Upon returning of the electroninc devices (laptops, desktops,) during the separation of the company, the device should be in proper order and in working condition (normal wear and tear) If the device will be found damaged by negligence or by intention. the employee will bear the cost of the repair, disregard the cost
- 5. The employee are not allowed to delete Any data inside the issued electronic device (laptops, desktops). If you really need to delete, You can coordinate to IT Section.
- 6. Know that Toyoflex Cebu Corporation reserves the right to take appropriate actions for the non-compliance with this written policy in accordance to the DPA (Data Privacy Act) of 2012 or RA (Republic Act) 10173

By signing this document that I, the data subject, Hereby give my consent to adhere to the abovementioned terms and agreement and to allow the company to collect ,access and retrieve the data recevied and stored in my company issued electroninc device.

Executed as an Agreem

2024-04-12

MICON

Signed on behalf of the Company

Toyoflex Cebu Corporation

elated Document: TCF-G022 TOYOFLEX CEBU CORPORATION Document No. TCF-G084 Ver. Retention Period Checked by: Approved by: Prepared by: 2 YEARS Effectivity Date: 2023-07-24 AMADITO ORTIZANO REY DAGATAN **RUSHKY ESTRERA**

ASSETS HANDOVER FORM



Record Control NO. : 6-124-297030-1

DEPARTMENT:	TCD				
EMPLOYEE ID NO. & NAME:	012026	Russelyn Wison			
DIVISION:	WR- Stranding				
	SE FIND THE BELOW AS THE		OVER TO YO	J TO SUPPORT YOU IN CA	RRYING
NO.	COMPUTER N	IODEL	QTY.	PC NUMBER	
1	Lenovo ThinkPad E49	0	1	1+xc0997	
				<u> </u>	
	I				
(AUTHORIZED SIGN	The second secon			\ \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	
REQUESTOR &	TUNDAS MONTON-12		Month and a second		
DECDE: 1012		SUPERVISOR		JAPANESE MANAGER	
RESPONSIBLE FOR	HANDOVER:	NAME	OF IT STAFF / IT T	ECHNICIAN	
	RUSSELYN WIS		o. II olali i i i	manus is all Market at A	
I, MR. / MRS	*		HEREBY	ACKNOWLEDGED THAT I	HAVE
THE ABOVE MENTIC	NED ASSETS(S), I UNDERS		SET(S) BEL	ONG TO TOYOFLEX CEBU	
	IS UNDER MY POSSESSION			K, I HEREBY ASSURE I WIL	L TAKE
CARE OF THE DEVIC	CE(S) OF THE COMPANY TO	THE BEST POSSIBL	E EXTEND.		
BY SIGNING THIS D	OCUMENT I AM ALSO AWAR	RE THAT IF I FAIL TO	FOLLOW T	HE PART VI ARTICLE 4 S	EC 3, 4,
	CODE OF CONDUCT THER				one 850
(PLE	ASE READ ADDITIONAL AGI	REEMENTS AT THE	BACK)		
	\bigcirc \bigcirc				
	Chron	7			
EMPLOYEE SIGNATURE:	fuselyh Wison				
DATE SIGNED:	2024-06-12	٦			
CONTROL BUILD OF THE	1 200 12	_			
			*		
	TOVO	FLEX CEBU COR	PORATION		