


GA Division IT	ASSETS HANDOVER FORM	TMF-G0051 Version 1.00 PAGE 1-2
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DEPARTMENT:
EMPLOYEE ID NO. & NAME:
DIVISION:

PRODUCTION

5598
Beverly Oroc

PRODUCTION

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.	COMPUTER MODEL	QTY.	PC NUMBER
1	DELL (CORE i3)	1	TFXC0162
	N/A		

(AUTHORIZED SIGNATORIES)

REQUESTOR & APPROVER:

RESPONSIBLE FOR HANDOVER:

Analyn Toling	Tomochika Fukuoka
 2024-02-08	 2024-02-08
LOCAL SUPERVISOR	JAPANESE MANAGER
NAME OF IT STAFF / IT TECHNICIAN	


I, MR. / MRS Beverly E. Oroc (NAME OF EMPLOYEE) HEREBY ACKNOWLEDGED THAT I HAVE THE ABOVE MENTIONED ASSET(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.

BY SIGNING THIS DOCUMENT I AM ALSO AWARE THAT IF I FAIL TO FOLLOW THE PART VI ARTICLE 4 SEC 3, 4, 5 OF THE COMPANY CODE OF CONDUCT THERE WILL BE A CORRESPONDING SANCTION.

(PLEASE READ AND SIGN ALL AGREEMENTS AT THE END)

Related Document: TMF-G0052

EMPLOYEE SIGNATURE:
DATE SIGNED:



2024-02-07

*It is permitted to use this form in both electronic and hard copy.

*The user have to check and compare versions, effective date and sub master information before printing.