

# ASSETS HANDOVER FORM



REGISTERED OFFICE: Device Factory

CONTACT NO.: 340 - 5412

EMAIL ADDRESS: jackelene.blanco.ph@toyoflex.com

NAME OF EMPLOYEE: Jackelene T. Blanco

EMPLOYEE ID NO.: 008207

DEPARTMENT/DIVISION: Production Engineering- Equipment

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	Lenovo Laptop Thinkpad E590	1	TFX C0526

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

Mario Bergancia / Yuuji Inaba 2021-07-28

RESPONSIBLE FOR HANDOVER

SUSETTE SURBANO 2021-07-29

I, MR. / MRS Jackelene T. Blanco 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

JACKELENE BLANCO 20

DATE SIGNED

2021-07-29

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		