ASSETS HANDOVER FORM



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DEPARTMENT:	EMPLOYEE ID NO. & NAME:	·NOISIVIC

TCD			
809541	CHRISTINE GARSAND	GARSANO	
WR- DRAWING			

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.

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PC NUMBER	TFKCOSBB		7	K. SUGIMOTO	JAPANESE MANAGER		ECHNICIAN
QTY.	-					Knaven Jade Paran	NAME OF IT STAFF / IT TECHNICIAN
COMPUTER MODEL	Lenovo ThinkPod E15		Man 9	D. BERNALES	LOCAL SUPERVISOR	Knaven Je	NAM
	Lenovo		IGNATORIES)	REQUESTOR & APPROVER:		R HANDOVER:	Ш
NO	-		(AUTHORIZED SIGNATORIES)	REQUESTOR		RESPONSIBLE FOR HANDOVER:	

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.

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.

THE ABOVE MENTIONED ASSETS(S), I UNDERSTAND THAT THIS ASSET(S) BELONG TO TOYOFLEX CEBU

GARSAND

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CHRISTINE

I, MR. / MRS

HEREBY ACKNOWLEDGED THAT I HAVE

PLEASE READ ADDITIONAL AGREEMENTS AT THE BACK)

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DATE SIGNED:

TOYOFLEX CEBU CORPORATION

Effectivity Date:	Document No.			Executed a	By signing and to allo	6. Know the	5. The em If you real	4. Upon re order and the employ	3. The Refrom the c	All composite with the coupprades	Terms 1. The cor	This agree Infrastruct	Toyoflex C to do a rep
2023-07-24	TCF-G084		plo	Executed as an Agreement Signed By:	By signing this document that I, the data sul and to allow the company to collect ,access	Know that Toyoflex Cebu Corporation re- in accordance to the DPA (Data Privacy Ac	The employee are not allowed to delete A If you really need to delete, You can coordin	 Upon returning of the electroninc devices order and in working condition (normal wear the employee will bear the cost of the repair. 	eturning of Compa company should b	pany provided elec ompany requests t , replacement, insp	Terms of usage 1. The company defines acc	This agreement is intended to protect the se Infrastructure, Thus employees must agree	Toyoflex Cebu Corporation provides employ to do a report and be able to perform the job
Prepared by: RUSHKY ESTRERA	Ver. 3		ne and Date	OKONE EDG	at I, the data subje	- 0	wed to delete Any You can coordinate	4. Upon returning of the electroninc devices (laptops, desktops, order and in working condition (normal wear and tear) If the deverone employee will bear the cost of the repair, disregard the cost	 The Returning of Company issued electroninc devices (laptops, from the company should be done otherwise no clearance signing. 	 All company provided electronic devices are the property of the Compan with the company requests to make their Company-issued electronic devic upgrades, replacement, inspection, or retrieval for on going investigations. 	eptable business u	o protect the secur	perform the job
				PERENA VALUE REPORTED A	ct, Hereby give my d retrieve the data	res the right to take	ny data inside the issi ate to IT Section.	ptops, desktops,) od d tear) If the device sregard the cost	nc devices (laptop: o clearance signin	the property of the any-issued electro for on going inves	se as activities tha	ity and integrity of he terms and cond	s a computer to enable t
Checked by: REY DAGATAN	TOYOFLEX C				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.	erves the right to take appropriate actions for the non-compliance with this written policy of 2012 or RA (Republic Act) 10173	The employee are not allowed to delete Ahy data inside the issued electronic device (laptops, desktops).If you really need to delete, You can coordinate to IT Section.	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	The Returning of Company issued electroninc devices (laptops, desktops) and all accessories during separation from the company should be done otherwise no clearance signing.	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.	Terms of usage 1. The company defines acceptable business use as activities that directly or indirectly support the business of the Company.	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.	ees a computer to enable them to perform their task where in they need
Appr	TOYOFLEX CEBU CORPORATION				to the abovementi	s for the non-com	e (laptops, deskto	n of the company, aged by negligeno	accessories durir	re , employees mi e for any reason,	y support the bus	ooration Data , Te	n their task where
oved by: AMADITO ORTIZANO	TION		Toyoflex Cebu Corporation	Signed on behalf of the Company	ioned terms and agr ssued electroninc di	pliance with this writ	ps); overed	, the device should lee or by intention.	ng separation	ust comply least including	siness of the Compa	chnology and	in they need
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