

# ASSETS HANDOVER FORM

**ASAHI INTECC GROUP**  
**TOYOFLEX CEBU CORPORATION**

REGISTERED OFFICE: Device  
CONTACT NO.: 340-5418  
EMAIL ADDRESS: claisa.cambangay.ph@toyoflex.com  
NAME OF EMPLOYEE: Claisa Cambangay  
EMPLOYEE ID NO.: 010352  
DEPARTMENT/DIVISION: PE/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 E15	1	TFXC0709

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

Mario Bergancia / Junji Inaba  
2021-07-28 / 2021-07-28

RESPONSIBLE FOR HANDOVER

SUSETTE SURBANO

I, MR. / MRS. Claisa Cambangay 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

[Signature]

DATE SIGNED

2021-07-27

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA		