

# ASSETS HANDOVER FORM

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

REGISTERED OFFICE: DEVICE FACTORY  
CONTACT NO.: 340-15418  
EMAIL ADDRESS: \_\_\_\_\_

NAME OF EMPLOYEE: MELDY F. DE DRAGUO  
EMPLOYEE ID NO.: 011669  
DEPARTMENT/DIVISION: T. ASSY

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 E15 LAPTOP	1	TFYC0925

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

LISA G. DENTULAN 2022-08-26

RESPONSIBLE FOR HANDOVER

YOSHIYUKI MORITA 2022-08-26

MILES VICTOR ARANIAS

I, MR. / MRS. MELDY F. DE DRAGUO 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

Melody F. De Draguo

DATE SIGNED

2022-08-26

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Effectivity Date	2021-07-16	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	