## **ASSETS HANDOVER FORM**

## AASAHI INTECC GROUP TOYOFLEX CEBU CORPORATION

CONTACT NO: 340-5418  EMAIL ADDRESS: N/A  NAME OF EMPLOYEE: BITOON, NENIA MARIE J.  EMPLOYEE ID NO: 009448  DEPARTMENT/DIVISION: PRODUCTION CONTROL / INVENTORY CONTROL  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 OTY REMARKS  1 LENOVO LAPTOP E15 1 TFXC0664  1 LENOVO LAPTOP E15 1 TFXC0664  (AUTHORIZED SIGNATORIES)  REQUESTOR / APPROVER  RESPONSIBLE FOR HANDOVER  SUSE IN SURBANO  1, MR / MRS NENIA MARIE BITOON 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.  DOCUMENT NO. TCF-GOBA WILL TO TOYOFLEX CEBU CORPORATION REGENTED  NENIA MARIE BITOON  DATE SIGNAT  DOCUMENT NO. TCF-GOBA WILL TO TOYOFLEX CEBU CORPORATION REGENTED  REPROVED BY CHECKED BY ASSURED TO TOYOFLEX  CONTROL OF THE DEVICE SIGNATURE  NENIA MARIE BITOON  DATE SIGNATURE  NENIA MARIE BITOON  REGENTION PROVED BY ASSURED TO TOYOFLEX CEBU CORPORATION  REGENTION PROVED BY ASSURED	REGISTERED O	FFICE:	DEVICE	FACTORY					
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EMPLOYEE ID NO.: 009448  DEPARTMENT/DIVISION: PRODUCTION CONTROL / INVENTORY CONTROL  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 TFXC0664  (AUTHORIZED SIGNATORIES)  REQUESTOR / APPROVER  RESPONSIBLE FOR HANDOVER  SUSETINE CAPAD   HIRELY KICHMINTO  THE ABOVE MENTIONED ASSETS(S), LUNIDERSTAND 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.  DATE SIGNATURE  NENIA MARIE BITOON  DATE SIGNED  DOCUMENT NO. TCF-6084  Vor. 1 TOYOFLEX CEBU CORPORATION Retention Period  Propagad by: Checked by: Approved by:	EMAIL ADDRESS:		N/A				··	<del></del>	
EMPLOYEE ID NO.: 009448  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 B15 1 TFXC0664  (AUTHORIZED SIGNATORIES)  REQUESTOR / APPROVER  RESPONSIBLE FOR HANDOVER  SUSETINB. SURBANO  1, MR. / MRS NENIA MARIE BITOON HERBY ACKNOWLEDGED THAT I HAVE RECEIVED THE ABOVE MENTIONED ASSETS(S), I UNIDERSTAND THAT THIS ASSET(S) BELONG TO TOYOFLEX CEBU CORPORATION AND IS UNIDER MY POSSESSION FOR CARRYING OUT MY WORK, I HERBY ASSURE I WILL TAKE CARE OF THE DEVICE(S) OF THE COMPANY TO THE BEST POSSIBLE EXTEND.  DOCUMENT NO. TCF-G084  Vor. 1 TOYOFLEX CEBU CORPORATION Retention Period  DOCUMENT NO. TCF-G084  Vor. 1 TOYOFLEX CEBU CORPORATION Retention Period  DOCUMENT NO. TCF-G084  Prepared by: Checked by: Approved by:	NAME OF EMPI	OVEE	RITOON	I NENIA MADIE I					
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(AUTHORIZED SIGNATORIES)  REQUESTOR / APPROVER  RESPONSIBLE FOR HANDOVER  SUSE IM 8. SURBANO  I, MR. / MRS  NENIA MARIE BITOON  DOCUMENT NO.  DOCUMENT NO.  DOCUMENT NO.  TCF-G884  Ver.  1 TOYOFLEX CEBU CORPORATION  Retention Period  Retention Per	DEAR SIR / MADAM								
(AUTHORIZED SIGNATORIES)  REQUESTOR / APPROVER  RESPONSIBLE FOR HANDOVER  I, MR. / MRS NENIA MARIE BITOON 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    Document No.   TCF-G084   Ver.   1 TOYOFLEX CEBU CORPORATION   Retention Period   Document No.   TCF-G084   Ver.   1 TOYOFLEX CEBU CORPORATION   Retention Period   Prepared by: Checked by: Approved by:   Approved by:   Document No.   Retention Period   Prepared by: Checked by: Approved by:   Document No.   Retention Period   Document No.   Retention Period   Prepared by: Checked by: Approved by:   Document No.   Retention Period   Prepared by: Checked by: Approved by:   Document No.   Retention Period   Prepared by: Checked by: Approved by:   Document No.   Retention Period   Prepared by: Checked by: Approved by:   Document No.   Retention Period   Prepared by: Checked by: Approved by:   Document No.   Retention Period   Prepared by: Checked by: Approved by:   Document No.   Retention Period   Prepared by: Checked by:   Prepared by:   Document No.   Prepared by:   Document No.   Prepared by:   Document No.   Document No.   Prepared by:   Document No.   Doc	PLEASE FIND THE BELOW AS THE ASSETS HANDED OVER TO YOU TO SUPPORT YOU IN CARRYING								
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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  NENIA MARIE BITOON  Document No. TCF-G084 Ver. 1 TOYOFLEX CEBU CORPORATION Retention Period Prepared by: Checked by: Approved by:	RESPONSIBLE FOR HANDOVER SUSE/IM B. SURBANO '								
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Effectivity Date 2021-07-16   SUSETTE SUBBANO REV DAGATAN / AMADITO ORTIZANO TAKAFUMI MATSUNAGA				Prepared by:	•			2 YEARS	