## **ASSETS HANDOVER FORM**



Record Control NO. : G - AST - 29 1002-1

PLOYEE ID NO. & NAME: ODGGUI JUNARD M. PORTIVAS	DEPARTMENT:	TCD						
DEAR SIRMADAM, 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. COMPUTER MODEL QTY. PC NUMBER  I MEE VEGA PRO I TEXCO 277  NIA I TEXCO 277  NIA I TEXCO 277  NIA I TEXCO 277  I, MR. / MRS JUMARD M. PORTMAS HEREBY ACKNOWLEDGED THAT I HAVE 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.  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.	EMPLOYEE ID NO. & NAME:	NINGO D DO COMPANY						
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. COMPUTER MODEL QTY. PC NUMBER  I YEL VEGY PO I TEXT O 777  ATA  (AUTHORIZED SIGNATORIES)  REQUESTOR & APPROVER:  LOCAL SUPERVISOR JAPANESE MANAGER  NAME OF IT STAFF / IT TECHNICIAN  I, MR. / MRS  JUNAL D M. PORTMAS  PARAGE OF DARROUSES  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.  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.	DIVISION:							
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(AUTHORIZED SIGNATORIES)  REQUESTOR & APPROVER:  LOCAL SUPERVISOR  JAPANESE MANAGER  RESPONSIBLE FOR HANDOVER:  NAME OF IT STAFF / IT TECHNICIAN  I, MR. / MRS  JUNALD  NAME OF EMPLOYEE)  NAME OF EMPLOYEE)  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.  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.	NO.							
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RESPONSIBLE FOR HANDOVER:  I, MR. / MRS			NIA					
RESPONSIBLE FOR HANDOVER:  I, MR. / MRS								
I, MR. / MRS JUNALD M. PORTINAS HEREBY ACKNOWLEDGED THAT I HAVE 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.  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.	(AUTHORIZED SIGN	ATORIES)						
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I, MR. / MRS	7124010101107		CAL SUPERVISOR		JAPANESE MANAGER			
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TOYOFLEX CEBU CORPORATION		TO	YOFLEX CEBU COR	PORATION				

Toyoflex Cebu Corporation provides employees a computer to enable them to perform their task where in they need to do a report and be able to perform the job

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.

## Terms of usage

- 1. The company defines acceptable business use as activities that directly or indirectly support the business of the Company
- 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.
- 3. The Returning of Company issued electroninc devices (laptops, desktops) and all accessories during separation from the company should be done otherwise no clearance signing.
- 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
- 5. The employee are not allowed to delete Any data inside the issued electronic device (laptops, desktops).
  If you really need to delete, You can coordinate to IT Section.
- 6. Know that Toyoflex Cebu Corporation reserves the right to take appropriate actions for the non-compliance with this written policy in accordance to the DPA (Data Privacy Act) of 2012 or RA (Republic Act) 10173

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.

Executed as an Agreement

Supply Control of the Con

Signed on behalf of the Company

Employees Name and Date

Toyoflex Cebu Corporation

					F	Related Document: TCF-G022
Document No.	TCF-G084	Ver.	3	TOYOFLEX CEBU CORPORATION		Retention Period
Effectivity Date:	2023-07-24	Prepared RUSHK	by: Y ESTRERA	Checked by:  REY DAGATAN	Approved by:  AMADITO ORTIZANO	2 YEARS