GA Division	ision		ASSETS HANDOVER FORM	R FORM		TMF-G0051 Ver	Version 1.00
			AASAHIINTECCGROUP TOYOFLEX CEBU CORPORATION	ORPORATI	NO		
DEPARTMENT:			IMPROV	IMPROVEMENT/APS			
EMPLOYEE ID NO. & NAME:	NO. & NAME:	11679	Crisant	Crisanta Ortega			
DIVISION:		F	Production Engineering				
DEAR SIR/MADAM. PLE OUT YOUR A	VMADAM, PLEAS	E FIND THE BELOW GNMENT IN A MOST	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.	OVER TO YOU	TO SUPPORT YOU	IN CARRYING	1
	ON	COMF	COMPUTER MODEL	QTY.	PC NUMBER	Γ	
	-	Thinkl	ThinkPad E15 Gen 2	-	TFXC0806		
(AUTHO REG	(AUTHORIZED SIGNATORIES) REQUESTOR & APPROVER: RESPONSIBLE FOR HANDOVER:	ATORIES) APPROVER:	1014- 67-12. Mary Grace Angeles LOCAL SUPERVISOR		Akumu.	Sasaki Kanager	
I, MR. / MRS THE ABOVE MENTION CORPORATION AND CARE OF THE DEVIC THE COMPANY CODE OF THE CODE OF THE COMPANY CODE OF THE CODE	MRS SOVE MENTI DRATION ANI OF THE DEVI ING THIS DO IPLEASE RI ONTURE:	CRISANTAN ORTEGA ONED ASSETS(S), I UNDE D IS UNDER MY POSSESS ICE(S) OF THE COMPANY CUMENT I AM ALSO AWA E OF CONDUCT THERE W	RESTAND FOR THE THAT ILL BE A MENTS	ACKNOWLEDGED THAT HIS ASSET(S) BELONG TI ING OUT MY WORK, I HEI ISSIBLE EXTEND. TO FOLLOW THE PART PONDING SANCTION. ACK	HEREBY ACKNOWLEDGED THAT I HAVE THAT THIS ASSET(S) BELONG TO TOYOFLEX CARRYING OUT MY WORK, I HEREBY ASSUR BEST POSSIBLE EXTEND. TIF I FAIL TO FOLLOW THE PART VI ARTICLE CORRESPONDING SANCTION.	CCEBU RE I WILL TAKE 4 SEC 3, 4,5 OI] <u>L</u>
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		d copy.	The user have to	check and compare versions,	 effective date and sub master information 	a hafara printing	

TOYOFLEX CEBU CORPORATION MEDICAL FACTORY

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
- 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
- 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 aggreement and to allow the company issued electroninc device.

Executed as an Agreement

Signed By:

2024-03-20 Criscanta S. Ortzada Employees Name and Date

Signed on behalf of the Company

Toyoflex Cebu Corporation

TOYOFLEX CEBU CORPORATION MEDICAL FACTORY