

# ASSETS HANDOVER FORM

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

REGISTERED OFFICE: DEVICE  
CONTACT NO.: 340 - 5418  
EMAIL ADDRESS: jeanvee.torreon.ph@toyoflex.com  
NAME OF EMPLOYEE: Jean Vee D. Torreon  
EMPLOYEE ID NO.: 006705  
DEPARTMENT/DIVISION: T- ASST

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 LOPTOP	1PC.	TFX C0656

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

MR. IVEL ABERION / MR. YOSHIYUKI MORITA

RESPONSIBLE FOR HANDOVER

SUSETTE B. SURBANO

I, MR. / MRS Jean Vee D. Torreon 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 - 22

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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	