

## ASSETS HANDOVER FORM



REGISTERED OFFICE: TCM  
CONTACT NO.: 234-5051  
EMAIL ADDRESS:  
NAME OF EMPLOYEE: ANTONETTE YANUARIO  
EMPLOYEE ID NO.: 12097  
DEPARTMENT/DIVISION: PR/ASSY/ SDGW

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	ACER LAPTOP	1	TFXC0489
	N/A		

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

2022-10-25  
CHRISTY ARIAS / JUN KIKUCHI

RESPONSIBLE FOR HANDOVER

I, MR. / MRS ANTONETTE YANUARIO 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

2022-10-25  
ANTONETTE YANUARIO

DATE SIGNED

2022-10-25

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	