

ASSETS HANDOVER FORM

ASAHI INTECC GROUP
TOYOFLEX CEBU CORPORATION

REGISTERED OFFICE: Device Factory

CONTACT NO.: 340-5418

EMAIL ADDRESS: melier.singson.ph@toyoflex.com

NAME OF EMPLOYEE: Jose Melier T. Singson

EMPLOYEE ID NO.: 009155

DEPARTMENT/DIVISION: Production Engineering - Equipment

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 E590	1	TFXC0530

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

Mario Bergancia / Yuuji Inaba 2021-07-28

RESPONSIBLE FOR HANDOVER

SUSETTE SURBANO 2021-07-29

I, MR. / MRS Jose Melier T. Singson 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

Jose Melier T. Singson

DATE SIGNED

2021-07-22

Document No.	TCF-G084	Ver.	1	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2021-07-16	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	