

# ASSETS HANDOVER FORM



REGISTERED OFFICE: Toyoflex Cebu Corporation Device Factory  
 CONTACT NO.: 0947 431 4341 / 0917 813 9435  
 EMAIL ADDRESS: roxy.compra.ph@toyoflex.com  
 NAME OF EMPLOYEE: Ms. Maria Roxanne Comprá  
 EMPLOYEE ID NO.: 008210  
 DEPARTMENT/DIVISION: Production Control Shipping Group

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	TFXC0533

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

Mr. Noel Capao / Mr. Hiroki Kishimoto

RESPONSIBLE FOR HANDOVER

SUSETTE B. TURBANO

I, MR. / MRS MARIA ROXANNE COMPRA 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

Ms. Maria Roxanne Comprá

DATE SIGNED

2021-07-16

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	