

ASSETS HANDOVER FORM



REGISTERED OFFICE: **Device Factory**

CONTACT NO.: **340-5418 - Device factory**

EMAIL ADDRESS: **aubreykane.batingal.ph@toyoflex.com**

NAME OF EMPLOYEE: **Aubrey Kayne Batingal**

EMPLOYEE ID NO.: **008805**

DEPARTMENT/DIVISION: **PLM / Mold Maintenance**

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	TFXC0383
2	Del CPU / Acer Monitor (for Mastercam Design)	1	TFXC0156

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

 2021.07.16
Nestor Cape / Ryusuke Sato

RESPONSIBLE FOR HANDOVER

 2021-07-21
SUSETTE SURBANO

I, MR. / MRS **Aubrey Kayne Batingal** 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


Aubrey Kayne L. Batingal

DATE SIGNED

2021-07-16

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	