

ASSETS HANDOVER FORM



REGISTERED OFFICE: Device Factory
 CONTACT NO.: 340-5418
 EMAIL ADDRESS: christian.garcia.ph@toyoflex.com
 NAME OF EMPLOYEE: Christian Greg L. Garcia
 EMPLOYEE ID NO.: 009566
 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	TFX0522

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER Manig Bergancia / Yuuji Inaba 2021-07-28
 RESPONSIBLE FOR HANDOVER SUSETTE SURBANO 2021-07-29

I, MR. / MRS. CHRISTIAN GREG L. GARCIA 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 Christian G. Garcia

DATE SIGNED 2021 - 07 - 24

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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	