

ASSETS HANDOVER FORM



REGISTERED OFFICE:	TCM
EMPLOYEE ID NO.:	9143
DIVISION:	PRODUCTION ENGINEERING

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 THINKPAD E15 GEN 4	1	TFXC0987/AUTOCAD 3
2	LENOVO THINKPAD E15 GEN 2	1	TFXC0867/AUTOCAD 2
3	ACER TRAVELMATE P249 SERIES MODEL NO.N16Q1	1	TFXC0231/AUTOCAD 1
4	ACER TRAVELMATE P249 SERIES MODEL NO.N16Q1	1	TFXC0267

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER


RESPONSIBLE FOR HANDOVER

 2023-01-12	 2023.01.13
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I, MR. / MRS **MARILOU BAROLO** 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.

BY SIGNING THIS DOCUMENT I AM ALSO AWARE THAT IF I FAIL TO FOLLOW THE PART IV ARTICLE 1 SEC 3 , 4 , 5 OF THE COMPANY CODE OF CONDUCT THERE WILL BE A CORRESPONDING SANCTION.

Related Document: TCF-G022

EMPLOYEE SIGNATURE 

DATE SIGNED 2023-01-12

Document No.	TCF-G084	Ver.	2	TOYOFLEX CEBU CORPORATION		Retention Period
Effectivity Date	2022-10-27	Prepared by:	Checked by:	Approved by:		2 YEARS
		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA		