

ASSETS HANDOVER FORM



REGISTERED OFFICE: Device
 CONTACT NO.: 329 / 09950229282
 EMAIL ADDRESS: loren.apatan.ph@toyoflex.com
 NAME OF EMPLOYEE: Loren Apatan
 EMPLOYEE ID NO.: 010614
 DEPARTMENT/DIVISION: Production / Spring Coil

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 E15	1	TFXC0711

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

2021-07-16
 YUJINABA
 2021-07-17
 SUSETTE SURBANO

I, MR. / MRS Loren Apatan 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

Loren Apatan

DATE SIGNED

2021-07-16

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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	