

ASSETS HANDOVER FORM



REGISTERED OFFICE: Device factory

CONTACT NO.: 340-5418 - Device Factory Contact

EMAIL ADDRESS: qa.spring.ph@toyoflex.com

NAME OF EMPLOYEE: Rhea Mae M. Judilla

EMPLOYEE ID NO.: 009248

DEPARTMENT/DIVISION: Quality Assurance

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	TFXC0689

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

Mr. Dennis Bernales

Mr. Atsushi Takeuchi

RESPONSIBLE FOR HANDOVER

SUSETTE SURBANO

I, MR. / MRS Rhea Mae M. Judilla 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

Rhea Mae M. Judilla

DATE SIGNED

2021-07-27

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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	