

# ASSETS HANDOVER FORM

ASAHI INTECC GROUP  
TOYOFLEX CEBU CORPORATION

REGISTERED OFFICE: DEVICE

CONTACT NO.: 340-5418

EMAIL ADDRESS: \_\_\_\_\_

NAME OF EMPLOYEE: MARICEL S. DURADO

EMPLOYEE ID NO.: 005128

DEPARTMENT/DIVISION: CAR PARTS

DEAR SIR / MADAM

PLEASE FIND BELOW THE ASSET/S HANDED OVER TO YOU TO SUPPORT YOU IN CARRYING  
OUT YOUR ASSIGNMENTS IN A MOST PROFICIENT MANNER.

NO.	PARTICULARS	QTY	REMARKS
1	DELL DESKTOP / ACER MONITOR	1	TFXCD173

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

MS. JESSIA LAROVIS / MR. SEIJI NISHIMURA

SUSETTE SURBANO

I, MR./MRS. MARICEL S. DURADO, IS HEREBY ACKNOWLEDGED THAT I HAVE RECEIVED  
THE ABOVE MENTIONED ASSET. I UNDERSTAND THAT THIS ASSET BELONGS TO TOYOFLEX  
CEBU CORPORATION AND IS UNDER MY POSSESSION FOR CARRYING OUT MY WORK. I HEREBY  
ASSURED THAT I WILL TAKE CARE OF THIS DEVICE AS A PROPERTY OF THE COMPANY TO THE  
BEST POSSIBLE THAT I COULD.

EMPLOYEE SIGNATURE

MARICEL S. DURADO

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	