

ASSETS HANDOVER FORM

ASAHI INTECC GROUP
TOYOFLEX CEBU CORPORATION

REGISTERED OFFICE: DEVICE
CONTACT NO.: 340-5418
EMAIL ADDRESS: r.chavez.ph @ toyoflex.com
NAME OF EMPLOYEE: RONALD CHAVEZ
EMPLOYEE ID NO.: 006854
DEPARTMENT/DIVISION: PE

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	TFX0581

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

MAPLO BERGANIA / YUJI IYABA
SUSETTE SURBANO

I, MR. / MRS RONALD CHAVEZ 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

RONALD CHAVEZ

DATE SIGNED

2021-07-22

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	