

ASSETS HANDOVER FORM

ASAHI INTECC GROUP
TOYOFLEX CEBU CORPORATION

REGISTERED OFFICE: _____ DEVICE _____
CONTACT NO.: _____ 340-5418 _____
EMAIL ADDRESS: _____ licilie.busaco.ph@toyoflex.com _____
NAME OF EMPLOYEE: _____ LICILIE BUSACO _____
EMPLOYEE ID NO.: _____ 10081 _____
DEPARTMENT/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	LAPTOP	1	TFXC0529

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

MARIO BERGANCA/ YUJI INABA

RESPONSIBLE FOR HANDOVER

SUSETTE B. SURBANO

I, MR. / MRS. LICILIE BUSACO 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

DATE SIGNED

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	