

ASSETS HANDOVER FORM



REGISTERED OFFICE: DEVICE

CONTACT NO.: 340-5418

EMAIL ADDRESS: rechelvine.perong.ph@toyoflex.com

NAME OF EMPLOYEE: RECHEL VINE PERONG

EMPLOYEE ID NO.: 010947

DEPARTMENT/DIVISION: PRODUCTION CONTROL - INVENTORY CONTROL

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	TFXC0676

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

MR. NOEL CAPAO / MR. HIROKI KISHIMOTO

RESPONSIBLE FOR HANDOVER

SUSETTE SURBANO

I, MR. / MRS RECHEL VINE PERONG 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

RECHEL VINE PERONG

DATE SIGNED

2021-07-16

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO		TAKAFUMI MATSUNAGA	