ASSETS HANDOVER FORM

ANSAHI INTECC GROUP TOYOFLEX GEBU CORPORATION

AME OF EMPLOYEE: Rey Mart Suarez EMPLOYEE ID NO: 11703 DEPARTMENT/DIVISION: PE/Process 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 OTY REMARKS 1 Lenovo Thinkpad 1 TFX.COGOI AUTHORIZED SIGNATORIES) REQUESTOR / APPROVER DOIN 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 2022-09-24	EMAIL ADDRESS: Internal autority of the provides com NAME OF EMPLOYEE: Rey Mart Suarez EMPLOYEE ID NO.: 11703 DEPARTMENT/DIVISION: PE/Process 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 Thinkpad 1 TFX.0001 (AUTHORIZED SIGNATORIES) REQUESTOR / APPROVER Don Rayming Reyes/ Temocritical Polycoka RESPONSIBLE FOR HANDOVER I, MR. / MRS Rey Mart Suarez 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.	
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Effectivity Date	2021-07-16	SUSETTE SURBANO	REY DAG	REY DAGATAN / AMADITO ORTIZANO TAKAFUMI MATSUNAG		2 YEARS
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