

ASSETS HANDOVER FORM



REGISTERED OFFICE: **Device Factory**

CONTACT NO.: **322 / 1502**

EMAIL ADDRESS: **lloyd.pilapil.ph@toyoflex.com**

NAME OF EMPLOYEE: **Lloyd M. Pilapil**

EMPLOYEE ID NO.: **000318**

DEPARTMENT/DIVISION: **Production/Wire rope/Wire Drawing**

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	Acer Desktop	1	TFXC0418

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

2021-07-24
Mr. A. Malingin / Mr. D. Nakayama

RESPONSIBLE FOR HANDOVER

2021-07-21
SUSETTE SURBANO

I, MR. / **Lloyd M. Pilapil** 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

2021-07-22
Lloyd M. Pilapil

DATE SIGNED

2021-07-22

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	