

ASSETS HANDOVER FORM

ASAHI INTECC GROUP
TOYOFLEX CEBU CORPORATION

REGISTERED OFFICE: DEVICE

CONTACT NO.: 340-5418

EMAIL ADDRESS: _____

NAME OF EMPLOYEE: Genie lyn A. Alingasa

EMPLOYEE ID NO.: 007750

DEPARTMENT/DIVISION: CARPARTS

DEAR SIR / MADAM

PLEASE FIND BELOW THE ASSET/S HANDED OVER TO YOU TO SUPPORT YOU IN CARRYING
OUT YOUR ASSIGNMENTS IN A MOST PROFICIENT MANNER.

NO.	PARTICULARS	QTY	REMARKS
1	DELL Vostro 3150 Desktop	1	TFXC0289

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

2021-07-16
MS. JESSIA LAROVIS / MR. SEIJI NISHIMURA

2021-07-17
SUSETTE B. SURBANO

I, MR./MRS. Genie lyn A. Alingasa, IS HEREBY ACKNOWLEDGED THAT I HAVE RECEIVED
THE ABOVE MENTIONED ASSET. I UNDERSTAND THAT THIS ASSET BELONGS TO TOYOFLEX
CEBU CORPORATION AND IS UNDER MY POSSESSION FOR CARRYING OUT MY WORK. I HEREBY
ASSURED THAT I WILL TAKE CARE OF THIS DEVICE AS A PROPERTY OF THE COMPANY TO THE
BEST POSSIBLE THAT I COULD.

EMPLOYEE SIGNATURE

Genie lyn A. Alingasa

DATE SIGNED

2021-07-16

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	