

# ASSETS HANDOVER FORM

**ASAHI INTECC GROUP**  
**TOYOFLEX CEBU CORPORATION**

REGISTERED OFFICE: \_\_\_\_\_ DEVICE \_\_\_\_\_  
CONTACT NO.: \_\_\_\_\_ 340-5418 \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_ mariane.omolon.ph@toyoflex.com \_\_\_\_\_  
NAME OF EMPLOYEE: \_\_\_\_\_ **MARIANE O. LOBITAÑA** \_\_\_\_\_  
EMPLOYEE ID NO.: \_\_\_\_\_ 005665 \_\_\_\_\_  
DEPARTMENT/DIVISION: \_\_\_\_\_ **CAR PARTS / PACKING** \_\_\_\_\_

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	1	TFXC0681

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

*[Signature]* 2021-07-16  
MS. JESSIA LAROVIS / MR. SEIJI NISHIMURA  
*[Signature]* 2021-07-17  
SUSETTE SURBANO

I, MR. / MRS **MARIANE O. LOBITAÑA** 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

*[Signature]*  
**MARIANE O. LOBITAÑA**

DATE SIGNED

**2021-07-16**

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	