

ASSETS HANDOVER FORM



REGISTERED OFFICE: Device Factory

CONTACT NO.: 340 - 5418

EMAIL ADDRESS: a. omandac.ph@toyoflex.com

NAME OF EMPLOYEE: Alma M. Omandac

EMPLOYEE ID NO.: 008065

DEPARTMENT/DIVISION: QA / QC - Incoming

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	Think Pad Laptop	1	TFX00623
2	Dell (PC) Mitutoyo	1	TFX00089
3	Dell (PC) Nikon	1	TFX0091
	N/A		

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

[Signatures]
 Yari Torres / Dennis Bernales / Atsushi Takeuchi
 2021-07-29
 SUSETTE B. SURBANO

I, MR. / MRS Alma M. Omandac 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]

DATE SIGNED

2021 - 07 - 16

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA		