

# ASSETS HANDOVER FORM



REGISTERED OFFICE: **DEVICE**

CONTACT NO.: **340-0913**

EMAIL ADDRESS: **roche.montenegro.ph@toyoflex.com**

NAME OF EMPLOYEE: **ROCHE M. MONTENEGRO**

EMPLOYEE ID NO.: **010227**

DEPARTMENT/DIVISION: **PC/PURCHASING**

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 E590	1	TFXC0547

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

MR. NOEL CAPAO / MR. HIROKI KISHIMOTO

RESPONSIBLE FOR HANDOVER

SUSETTE SURBANO

I, MR. / MRS. **ROCHE M. MONTENEGRO** 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

**ROCHE M. MONTENEGRO**

DATE SIGNED

**2021-07-22**

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA		