

ASSETS HANDOVER FORM



REGISTERED OFFICE: Device

CONTACT NO.: 340-5418

EMAIL ADDRESS: nena.demecillo.ph@toyoflex.com

NAME OF EMPLOYEE: NENA B. DEMECILLO

EMPLOYEE ID NO.: 009726

DEPARTMENT/DIVISION: Production Engineering

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 E15	1	TFXC0632

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

MARIO BERGANIA / YUJI INABA -07-24

SUSETTE SURBANO

I, MR. / MRS Nena Demecillo 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

NENA B. DEMECILLO

DATE SIGNED

2021- 07- 22

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Effectivity Date	2021-07-16	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	