

# ASSETS HANDOVER FORM



REGISTERED OFFICE: Device Factory  
 CONTACT NO.: 333 - FACTORY 4A 2ND FLOOR (PLM OFFICE)  
 EMAIL ADDRESS: [marlou.tayong.ph@toyoflex.com](mailto:marlou.tayong.ph@toyoflex.com)  
 NAME OF EMPLOYEE: Marlou M. Tayong  
 EMPLOYEE ID NO.: 9960  
 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	DELL LAPTOP <i>Inspiron 14</i>	1	TFXC0297

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

*Mario Bergancia / Yuji Inaba*  
 Mario Bergancia / Yuji Inaba

RESPONSIBLE FOR HANDOVER

*SUSETTE B. SURBANO*  
 SUSETTE B. SURBANO

I, MR. / MS. MARLOU M. TAYONG 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

*2021-07-22*

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	