

ASSETS HANDOVER FORM



REGISTERED OFFICE: DEVICE FACTORY
CONTACT NO.: 340-5418
EMAIL ADDRESS: N/A
NAME OF EMPLOYEE: MARY CHRIS R. BONCALIS
EMPLOYEE ID NO.: 008567
DEPARTMENT/DIVISION: PLASTIC MOLDING

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	LEONOVO LAPTOP E15	1	TFXC0678

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

JENNIFER SOLABAR

MR. NESTOR CAPE

MR. RYUSUKE SATO

RESPONSIBLE FOR HANDOVER

SUSETTE B. SURBANO

I, MR. / MS MARY CHRIS R. BONCALIS 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

DATE SIGNED

2021-07-16

Document No.	TCF-G084	Ver.	1	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2021-07-16	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	