

# ASSETS HANDOVER FORM



REGISTERED OFFICE: Device Factory

CONTACT NO.: 340 - 548

EMAIL ADDRESS: N/A

NAME OF EMPLOYEE: Almie O. Pudpod

EMPLOYEE ID NO.: 005748

DEPARTMENT/DIVISION: QA/QC - WIRE ROPE

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	TFXC0660

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

Dennis Bernales / Akusshi Takuchi 7.28

RESPONSIBLE FOR HANDOVER

SUSETTE SURBANO 2021-07-29

I, MR. / MRS Almie O. Pudpod 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

Almie O. Pudpod

DATE SIGNED

2021 - 07 - 22

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO		TAKAFUMI MATSUNAGA	