

ASSETS HANDOVER FORM

ASAHI INTECC GROUP
TOYOFLEX CEBU CORPORATION

REGISTERED OFFICE: DF 1
CONTACT NO.: _____
EMAIL ADDRESS: _____
NAME OF EMPLOYEE: Jessavel Canales
EMPLOYEE ID NO.: 008983
DEPARTMENT/DIVISION: PC - SUPPLY/INVENTORY SECTION

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 E15 Laptop	1	TFX00926

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

2022-08-30
JELLA ANGUDONG

2022-08-30
HIROKI YISHIMOTO

RESPONSIBLE FOR HANDOVER

RODEL JAMES DUTERTE

I, MR. / MRS JESSEVEL D. CANALES 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

Jessavel

DATE SIGNED

2022-08-30

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO		TAKAFUMI MATSUNAGA	