

# ASSETS HANDOVER FORM



REGISTERED OFFICE: Device Factory  
 CONTACT NO.: 340-5418  
 EMAIL ADDRESS: maricel.velez.ph@toyoflex.com  
 NAME OF EMPLOYEE: Maricel L. Velez  
 EMPLOYEE ID NO.: 005755  
 DEPARTMENT/DIVISION: T-Assy / Packing

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	DESKTOP (DELL)	1	TFXC0152

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

2021-07-23  
 IVEN AVERION  
 2021-07-23  
 YOSHIYUKI MORITA  
 2021-07-27  
 SUSETTE B. SURBANO

I, MR. / MRS. Maricel L. Velez, 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

MARICEL L. VELEZ

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	