

ASSETS HANDOVER FORM



REGISTERED OFFICE: Device

CONTACT NO.: 340-5418

EMAIL ADDRESS: julleann.rodrigo.ph@toyoflex.com

NAME OF EMPLOYEE: Julie Ann Rodrigo

EMPLOYEE ID NO.: 008740

DEPARTMENT/DIVISION: Production Engineering / Process

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	TFXC0566
2	HP ProBook 6570b	1	TFX0086
3	Dell Laptop Inspiron 5559	1	TFXC0191

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

[Signature]
2021-07-24
Mario Bergancia / Yuji Inaba

RESPONSIBLE FOR HANDOVER

[Signature]
2021-07-26
SUSETTE SURBANO

I, MR. / MRS JULIE ANN C. RODRIGO 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]
JULIE ANN RODRIGO

DATE SIGNED

2021-07-22

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Effectivity Date	2021-07-16	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	